Commonwealth of Massachusetts

# Form CPF M 102: Campaign Finance Report
# Municipal Form

**Office of Campaign and Political Finance**

File with: City or Town Clerk or Election Commission

Fill in Reporting Period dates: Beginning Date: 3/25/2024 Ending Date: 4/14/2024

Type of Report: (Check one)

☐ 8th day preceding preliminary ☐ 8th day preceding election ☑ 30 day after election ☐ year-end report ☐ dissolution

Kimberly Anne Babin
Candidate Full Name (if applicable)

Housing Authority
Office Sought and District

517 Ideal Lane, #607
Residential Address

E-mail: PKbabin1@gmail.com

Phone #: 413-355-6283

NA
Committee Name

Name of Committee Treasurer

Committee Mailing Address

E-mail:

Phone # :

## SUMMARY BALANCE INFORMATION:

| | |
|---|---|
| **Line 1:** Ending Balance from previous report | Ø |
| **Line 2:** Total receipts this period (page 3, line 12) | Ø |
| **Line 3:** Subtotal (line 1 plus line 2) | Ø |
| **Line 4:** Total expenditures this period (page 5, line 15) | Ø |
| **Line 5:** Ending Balance (line 3 minus line 4) | Ø |
| **Line 6:** Total in-kind contributions this period (page 6, line 18) | Ø |
| **Line 7:** Total (all) outstanding liabilities (page 7, line 19) | Ø |
| **Line 8:** Total out-of-pocket expenses this period (page 8, line 22) | Ø |
| **Line 9:** Name of bank(s) used: | NA |

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**Affidavit of Committee Treasurer:**
I certify that I have examined this report including attached schedules and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, including all contributions, loans, receipts, expenditures, disbursements, in-kind contributions and liabilities for this reporting period and represents the campaign finance activity of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55.

**Signed under the penalties of perjury:** _____ (Treasurer's signature) Date: _____

**FOR CANDIDATE FILINGS ONLY:** **Affidavit of Candidate: (check 1 box only)**

☐ **Candidate with Committee**
I certify that I have examined this report including attached schedules and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55. I have not received any contributions, incurred any liabilities nor made any expenditures on my behalf during this reporting period that are not otherwise disclosed in this report.

☑ **Candidate without Committee**
I certify that I have examined this report including attached schedules and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, including contributions, loans, receipts, expenditures, disbursements, in-kind contributions and liabilities for this reporting period and represents the campaign finance activity of all persons acting under the authority or on behalf of this candidate in accordance with the requirements of M.G.L. c. 55.

**Signed under the penalties of perjury:** Kimberly A. Babin (Candidate's signature) Date: 4/15/2025

# SCHEDULE A: RECEIPTS

M.G.L. c. 55 requires the name and residential address be reported, in alphabetical order, for all receipts from a contributor over $50 in the aggregate in a calendar year. In addition, the occupation and employer must be reported for each contributor who contributes $200 or more in a calendar year. Receipts from a contributor of $50 and less in the aggregate in a calendar year can be reported in total without itemization, however, the candidate or committee must keep detailed accounts and records of all contributions received of any amount. In determining aggregate amounts received from a contributor, add monetary as well as in-kind contributions received. If a candidate intends a candidate monetary contribution to be a loan, enter the information on this schedule and on Schedule E Liabilities.
*Attach additional pages as needed to report all receipts. Please include the candidate or committee name and a page number on each additional page.*

| Date Received | Name and Residential Address (alphabetical listing required) | Amount | Occupation & Employer (for contributions of $200 or more) |
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**Enter receipt totals on Page 3**

## SCHEDULE A: RECEIPTS (continued)

| Date Received | Name and Residential Address (alphabetical listing required) | Amount | Occupation & Employer (for contributions of $200 or more) |
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| Line 10: Total Receipts over $50 (or listed above) | 0 | ** If you have itemized receipts of $50 and under, include them in line 10. Line 11 should include only those receipts not itemized above.* |
| Line 11: Total Receipts $50 and under (not listed above) | 0 | |
| **Line 12: TOTAL RECEIPTS IN THE PERIOD** | 0 | ← Enter on page 1, line 2 |

# SCHEDULE B: EXPENDITURES

M.G.L. c. 55 requires for each expenditure over $50 that the candidate or committee list the name and address, in alphabetical order, to whom each expenditure is paid in a reporting period. Expenditures of $50 and less can be reported in total without itemization, however, the candidate or committee must keep detailed accounts and records of all expenditures made of any amount. Do not include out-of-pocket expenditures of candidate reported on Schedule E. *Attach additional pages as needed to report all expenditures. Please include the candidate or committee name and a page number on each additional page.*

| Date Paid | To Whom Paid (alphabetical listing) | Address | Purpose of Expenditure | Amount |
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**Enter expenditure totals on Page 5**

## SCHEDULE B: EXPENDITURES (continued)

| Date Paid | To Whom Paid (alphabetical listing) | Address | Purpose of Expenditure | Amount |
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| ** If you have itemized expenditures of $50 and under, include them in line 13. Line 14 should include only those expenditures not itemized above.* | Line 13: Expenditures over $50 (or listed above) | Ø |
| | Line 14: Expenditures $50 and under (not listed above) | Ø |
| Enter on page 1, line 4 → | **Line 15: TOTAL EXPENDITURES IN THE PERIOD** | Ø |

# SCHEDULE C: "IN-KIND" CONTRIBUTIONS

M.G.L. c. 55 requires the name and residential address be reported for all in-kind contributions from a contributor over $50 in the aggregate in a calendar year. In addition, the occupation and employer must be reported for each contributor who contributes $200 or more in a calendar year. Receipts from a contributor of $50 and less in the aggregate in a calendar year can be reported in total without itemization, however, the candidate or committee must keep detailed accounts and records of all contributions received of any amount. In determining aggregate amounts received from a contributor, add monetary as well as in-kind contributions received. Do not include out-of-pocket expenditures of candidate reported on Schedule D. *Attach additional pages as needed to report all receipts. Please include the candidate or committee name and a-page number on each additional page.*

| Date Received | From Whom Received* | Residential Address | Description of Contribution | Value |
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** If you have itemized in-kind contributions of $50 and under, include them in line 16. Line 17 should include only those expenditures not itemized above.*

| | |
|---|---|
| Line 16: In-Kind Contributions over $50 (or listed above) | Ø |
| Line 17: In-Kind Contributions $50 and under (not listed above) | Ø |
| Enter on page 1, line 6 → **Line 18: TOTAL IN-KIND CONTRIBUTIONS IN THE PERIOD** | Ø |

# SCHEDULE D: LIABILITIES

*M.G.L. c. 55 requires committees to report ALL liabilities which have been reported previously and the outstanding balance, as well as those liabilities incurred during this reporting period.*

| Date Incurred | To Whom Due | Address | Purpose | Amount |
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Enter on page 1, line 7 → **Line 19: TOTAL OUTSTANDING LIABILITIES (ALL)** Ø

# SCHEDULE E: CANDIDATE OUT-OF-POCKET EXPENSES

Out-of-pocket expenses are expenditures on behalf of a candidate or candidate's committee made directly to a vendor using a candidate's personal funds. The information entered on Schedule E is not also entered on Schedule A or Schedule B. Direct monetary contributions from a candidate, which are deposited into the committee bank account, are receipts that should be listed in Schedule A. If a candidate intends an out-of-pocket expense to be a loan, enter the information on this schedule and on Schedule D: Liabilities. *Attach additional pages as needed to report all expenditures. Please include the candidate or committee name and a page number on each additional page.*

| Date Paid | Name and Address of Vendor (alphabetical listing required) | Amount | Purpose of Expenditure |
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| Line 20: Total Itemized Out-Of-Pocket Expenditures Over $50 (or listed above) | Ø |
| Line 21: Total Unitemized Out-Of-Pocket Expenditures $50 and under (not listed above) | Ø |
| **Line 22: TOTAL OUT-OF-POCKET EXPENDITURES IN THE PERIOD** | Ø |

** If you have out-of-pocket expenses of $50 and under, include them in line 20. Line 21 should include only those expenditures not itemized above.*

← Enter on page 1, line 8

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*Schedule E is not for ballot question committee use.

# INSTRUCTIONS FOR COMPLETING CAMPAIGN FINANCE REPORTS FOR USE WITH FORM CPF M 102

**PAGE ONE:**

**(1) REPORT DATES**

A campaign finance report must indicate the beginning date and ending date of the report period. Dates must be completed for the report to be accepted. Also, check off reason for filing report (i.e.. 8th day preceding election).

**(2) CANDIDATE/COMMITTEE INFORMATION**

Fill in the appropriate information in the candidate and/or the committee boxes.

**(3) SUMMARY ACTIVITY** (Lines 1-7)

- (a) Lines 1-5 of your campaign finance report are on a cash basis reporting system.
- (b) Lines 1-7 must be completed for a report to be accepted. They reflect ending balance from previous report, (line 1) total receipts for the reporting period, (line 2) and total expenditures for the reporting period (line 4) for the period as well as total money available as of the last day of the reporting period (line 5).
- (c) ENDING BALANCE, line 5, should be:
  - line 1 (beginning balance)
  - line 2 (total receipts this report)
  - line 3 (line 1 + line 2)
  - line 4 (total expenditures this report)
  - line 5 (line 3 - line 4) cash available
- (c) Line 5 can NOT be a negative figure since this is a cash reporting system (unless the campaign has an overdrawn checking account).
- (d) The candidate and/or treasurer should reconcile the most recent bank statement with the campaign finance report to ensure the accuracy of the reported balances.
- (e) Total in-kind contributions (line 6) are carried forward from Schedule C.
- (f) Total liabilities (line 7) are carried forward from Schedule D.
- (g) Total liabilities (line 7) must be cumulative, and reflect all debts of the committee outstanding as of the last day of the reporting period, not just debts incurred during the current period.

**(4) SIGNATURES**

- (a) Reports will not be accepted unless they contain original signatures of the treasurer (if a committee report) and the candidate in ink.
- (b) A candidate should always sign the box on the bottom of the form and check off the affidavit which is applicable to his/her situation. If the candidate has a committee and no expenditures were made independent of the committee by the candidate he/she should check off the top affidavit. If the candidate has made expenditures independent of the committee, the candidate must file a separate report disclosing the independent activity and check off the bottom affidavit on the report of the candidate's independent campaign activity.
- (c) For committee reports the treasurer must sign the affidavit for the committee treasurer in the box just above the box for the candidate.
- (d) If the candidate does not have a committee, he/she files a candidates report, checks off the bottom affidavit, and signs the report.

**PAGE TWO:**

**SCHEDULE A (RECEIPTS)**

(1) The report must itemize, alphabetically, the names and residential addresses of any receipt in excess of $50 for the reporting period. These are totaled on line 9. Receipts of $50 or less should be totaled from the committee's records, and disclosed in the aggregate on line 10. Lines 9 and 10 should be added, and the total shown on line 11. Total receipts (line 11) should be carried forward to page one, line 2.

(2) If an individual's contribution is $ 200 or more (or his contributions total $ 200 or more in a calendar year), you must also report the contributor's employer and occupation. If you have sent the required letter requesting missing emp./occ. information and have not received a response at the time of filing indicate "letter sent" and the date of the letter.

(3) A loan should be reported as a receipt under the name of the individual who is making the loan; you should indicate that it is a loan by writing "loan" in the space next to the amount.

(4) Contributions from the candidate, including loans, must be reported as receipts.

(5) Political Action Committee (PAC) contributions must be reported under the name of the PAC

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(including CPF ID#) and not the name of the individual who signed or presented the check. PACs must be registered under M.G.L. c. 55 to contribute to Massachusetts candidates. (Registered PACs and their CPF ID numbers are available from OCPF.)

(6) Contributions from trusts, foundations, associations or other organizations must be disclosed under the organization's name along with the names and addresses of its principal officers.

(7) Contributions must be reported as of the date received, not the date they were deposited.

(8) Individual contributions made through non-incorporated businesses should be reported as an individual "doing business as," i.e. John Smith D/B/A Smith's Market. Committees should verify, prior to accepting such contributions, that such business is not incorporated.

(9) Schedule A must reflect all receipts of money during the reporting period including refunds from vendors or others and interest earnings.

**PAGE THREE:**

**SCHEDULE B (EXPENDITURES)**

(1) The report must itemize, alphabetically, all expenditures of more than $50 for the reporting period. These are totaled on line 12. Expenditures of $50 or less should be totaled from the committee's records, and disclosed in the aggregate line 13. Lines 12 and 13 should be aggregated, and the total shown on line 14. Total expenditures (line 14) should be carried forward to page one, line 4.

(2) For individuals who are reimbursed more than $50 for expenditures made on behalf of the committee, an itemization of reimbursements, form R 1, must be completed to disclose the name, address, purpose and amount for each expenditure made on the committee's behalf.

(3) The stated purpose of each expenditure listed should convey detailed information about the political purpose of the expenditure.

(4) Schedule B must reflect all payments made by the committee including bank service charges and contributions to other committees, even if returned.

(5) If the committee holds a credit card, it must file form CPF M9 and copies of the credit card statements disclosing committee credit card activity. (NB. The credit card number is not required) If reimbursing an individual for charges made on a personal credit card, make payment to the individual and file form R 1 itemizing the reimbursement.

**PAGE FOUR:**

**SCHEDULE C (IN-KIND CONTRIBUTIONS)**

(1) The committee must report contributors who have contributed things of value (in-kind contributions) that exceed $50 by indicating their name, address and a description of what was contributed. In-kind contributions of $50 or less are aggregated on line 20. If the contribution is $200 or more, the occupation and employer of the contributor is also required.

(2) Things of value that are NOT included as in-kind contributions are personal services, ordinary hospitality and incidental expenses in rendering a personal service.

**SCHEDULE D (LIABILITIES)**

(1) Schedule D is a cumulative schedule of ALL debts as of the last day of the reporting period. It includes:

- (a) Any unpaid bills that the committee has on hand.
- (b) All obligations for goods or services that have been provided to the committee that remain unpaid at the time of the report.
- (c) All outstanding loans from a candidate or others.

(2) Debts should be carried from one report to the next unless such debt has been paid or forgiven during the reporting period. If debt is forgiven, it should be listed as an in-kind contribution on Schedule C and a copy of the letter of forgiveness should be filed with the report.

**FORMAT FOR COMPUTER GENERATED REPORTS**

All computer generated report formats must be approved by the local election official prior to submission (other than OCPF's reporting software).

If you have any questions, or require further information, please call your election commission, city or town clerk, or the Office of Campaign and Political Finance.

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# *Town of Ludlow*
## *Office of the Town Clerk*

***Kim M. Batista, CMMC, Town Clerk***

April 12, 2024

Kimberly Babin
517 Ideal Ln, 607
Ludlow MA 01056

Re: 30-Day Report After Election, March 25, 2024
Campaign Finance Report Due
**Due Date: April 24, 2024**

As a write-in Candidate the campaign finance law, M.G.L. c. 55, requires you to file a campaign disclosure report (Form CPF M102). All reports must be filed with this office on or before **April 24, 2024.** Your report must disclose all campaign finance activity (all funds and in-kind contributions received, expenses paid, and liabilities incurred) **through April 14, 2024**.

Please ensure that your report is complete before filing. Your report must include the candidate's and treasurer's original signatures in ink and must be received by this office no later than the close of business on the due date above. By law, a postmark is not acceptable.

*If you do not have a political committee organized on your behalf and you have not received any contributions (including from your own personal funds), made any expenditures, 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. The M102-0 form is available for your signature at this office.*

**<u>IMPORTANT:</u> The campaign finance law mandates that a CIVIL PENALTY OF $25 PER DAY UP TO $5,000 be assessed personally against the 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 have any questions about your filing requirements or any other campaign finance matter, please do not hesitate to contact this office.

Sincerely,

Kim M. Batista

Kim M. Batista, CMMC
Town Clerk/Chief Election Official

Encl.

***488 Chapin Street***
***Ludlow, MA 01056***
***(413) 583-5600 Ext. 1***
***TTY (413) 583-5668***