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Referendum Campaign Finance Requirements

- Whether your local works with a Vote Yes committee or not, if ED MN estimates the cost of the two mailings to the targeted voter universe will exceed \$750 or your local takes advantage of the Campaign Coordinator program, your local will be required to register with the Minnesota Campaign Finance Board (CFB) before your first mailing will be created.
- Locals will also be required to open a separate checking account strictly for the “General Purpose Political Fund”. **The bank account must be opened BEFORE you register with the CFB. This info is required on the CFB registration form.**
 - You can keep a nominal amount in the checking account until you are ready to start spending in the election. You will need to transfer money from your general fund to your political fund to pay for non-mailing expenses upfront. After the election you may submit your political fund expenditures for reimbursement to the ED MN PAC. After receiving reimbursement to your political fund, you can transfer the money back to your general fund.
- Locals will register as a “General Purpose Political Fund”. You can find the form here - <https://cfb.mn.gov/filer-resources/complete-a-filing/campaign-finance-filings/registration/>
- After completing the form, you need to email it to cfb.reports@state.mn.us. Also, save a copy for your own local records. You will receive an email from the CFB with your registration number and info to access the CFB online report site.
- Locals and Vote Yes committees will have to follow the filing schedule from the Campaign Finance Board. The dates change every year. The timelines will be posted on the ED MN website for locals. They can share the info with the Vote Yes committee. FYI, the reporting timeline is more intense for August and November referendums due to the August primary and November general election. **Locals and Vote Yes groups need to make sure they file on time, or you will be fined \$50 per day for being late. ED MN will NOT cover CFB late fees.**

Locals working with a Vote Yes - Mailings

ED MN will be covering the cost of 2 mailers to the targeted voter universe that ED MN will create. The cost of the 2 mailers will be paid by ED MN and recorded as an “In-Kind Contribution” to the Vote Yes committee. The Vote Yes will have to report the cost of each mailer as an “In-Kind Contribution from Education Minnesota” on their campaign finance report. ED MN will send the Vote Yes, a notice of the in-kind contribution to report on their campaign finance report.

Locals NOT working with a Vote Yes – Mailings

ED MN will be covering the cost of 2 mailers to the targeted voter universe that ED MN will create. The cost of the 2 mailers will be paid by ED MN and recorded as an “In-Kind Contribution” to the local. The local will have to report the cost of each mailer as an “In-Kind Contribution from Education Minnesota” on their campaign finance report. ED MN will send the local, a notice of the in-kind contribution to report on their campaign finance report.

- Locals taking advantage of the Campaign Coordinator will have to pay their coordinators the \$400 stipend each after the election and file for reimbursement from ED MN. These stipends must be recorded on the locals CFB report.
- All other expenses and revenue associated with running a referendum campaign must also be reported

Contributions to your local PAC

You need to keep track of all contributions you receive for your PAC. The amount of info you need to report depends on the amount received from the individual or organization.

- Under \$20 contribution - You can keep track of the contributors name if you like but are only required to keep track of the amount and date. All contributions under \$20 need to report as a total number on the report when due.
- Over \$20 but less than \$200 - you need to get the contributors name and address and will have to report each transaction in Campaign Finance Online Reporter (CFOR) system.
- Over \$200 - you need to get the contributors name and address and will have to report each transaction in Campaign Finance Online Reporter (CFOR) system. In addition, you must record the donor's employer or, if self-employed, the donor's occupation.

2025 fall elections campaign finance filing dates

- September 23: Report of receipts and expenditures due. Period covered: 1/1/2025 through 9/16/2025.
- October 21-November 3: Next business day reporting of large contributions (\$1,000 plus). Contributions and loans from any one source totaling more than \$1,000 to a political fund must be reported to the Board in person or by electronic means by the end of the next business day after receipt (this includes in-kind contributions).
- October 27 report of receipts and expenditures due – Pre-general-election. Period covered: 1/1/2025 through 10/20/2025.
- February 2, 2026: 2025 year-end report of receipts and expenditures due. Period covered: 1/1/2025 through 12/31/2025.