



State of Wisconsin
Ethics Commission

NOTICE OF CAMPAIGN FINANCE VIOLATION, ERROR, OR DISCREPANCY (CF-30)

DECEMBER 2019

DUTIES OF A LOCAL FILING OFFICER

- Each local filing officer... shall:
 - “Determine whether each report or statement required to be filed under this chapter has been filed in the form and by the time prescribed by law, and whether it conforms on its face to the requirements of this chapter. The officer shall immediately send to any committee that is delinquent in filing, or that has filed otherwise than in proper form, a notice that the committee has failed to comply with this chapter.” [WIS. STAT. § 11.0102\(3\)\(j\)](#).



DUTIES OF A LOCAL FILING OFFICER

- Each local filing officer... shall:
 - “Notify the [Ethics] Commission, in writing, of any facts within the filing officer’s knowledge or evidence in the officer’s possession, including errors or discrepancies in reports or statements and delinquencies in filing which may be grounds for civil action or criminal prosecution.” [WIS. STAT. § 11.0102\(3\)\(e\)](#).



FACIAL REVIEW

- A “facial review” is a review of the information provided in the registration or report without further investigation into whether that information is accurate.
- Things that should be included in a facial review:
 - Is the form complete? (All required fields are filled out)
 - Is the form filed on time?
 - Campaign registration statements shall be filed as soon as practicable after the individual qualifies as a candidate.
 - Campaign finance reports (if required) shall be filed on a set schedule. See:
<https://ethics.wi.gov/Pages/CampaignFinance/ReportPeriods.aspx>



FACIAL REVIEW

- Things that should be included in a facial review:
 - Do the reported cash balances make sense?
 - Is the beginning cash balance of the current report equal to the ending cash balance of the previously filed report?
 - Does the beginning cash balance, plus the total receipts, minus the total expenses, equal the reported ending cash balance?
 - Does the form show any other violations on its face? (e.g., corporate contributions, contributions exceeding the legal limit, etc.)



REPORTING A POTENTIAL VIOLATION

- Before reporting a potential violation to the Ethics Commission:
 - Review the Commission’s settlement schedule (<https://ethics.wi.gov/Pages/Enforcement/SettlementSchedules.aspx>)
 - Some errors are not violations if corrected within a certain time period.
 - If the error identified is not listed in the schedule, contact the Ethics Commission for guidance on how to proceed.
 - Notify the committee of the potential violation. If the type of violation can be corrected, advise them of the time period specified in the schedule to file an amended registration/report and the specific deadline for filing a corrected registration/report.
 - Complete the CF-30 form and attach copies of any relevant documentation (e.g., registration statement, campaign finance report with the error, etc.).



HOW TO COMPLETE THE CF-30

SECTION A: FILING OFFICER CONTACT INFORMATION					
A1. Filing Officer Name		A2. Title		A3. Phone	
A4. Email	A5. District Name		A6. District Type <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town <input type="checkbox"/> School District		
A7. Mailing Address		A8. City		A9. State	A10. Zip
SECTION B: COMMITTEE INFORMATION					
B1. Committee Name		B2. Email		B3. Phone	
B4. Mailing Address		B5. City		B6. State	B7. Zip

Please provide the contact information for both yourself and the committee with the potential violation.



HOW TO COMPLETE THE CF-30

SECTION C: VIOLATION TYPE

<input type="checkbox"/> Late/Missing Report	Filing Period: _____	Report Due Date: _____
<input type="checkbox"/> Incomplete Contributor Information	Attach Report(s)	Don't forget to attach relevant documentation depending on the type of violation
<input type="checkbox"/> Cash Balance Discrepancy/Incomplete Report	Attach Report(s)	
<input type="checkbox"/> Exceeding Contribution Limits	Attach Report(s)	
<input type="checkbox"/> Prohibited Contributions	Attach Report(s)	
<input type="checkbox"/> Other: _____		

- Indicate the type of violation
- For any late/missing report, please include:
 - Reporting period (e.g., 7/1/19 – 12/31/19)
 - Due date (e.g., 1/15/2020)
- Send completed form via email to campaignfinance@wi.gov



WHERE TO GET MORE INFORMATION

- [Local Candidate Committee Overview \(2019\)](#)
- [Candidate Committees General Info](#)
- Wisconsin Ethics Commission website (<https://ethics.wi.gov>)
- Wisconsin Ethics Commission staff: campaignfinance@wi.gov or (608) 266-8123

101 East Wilson Street, Suite 127
P.O. Box 7125
Madison, WI 53707-7125

