



**STATE OF CONNECTICUT**  
**STATE ELECTIONS ENFORCEMENT COMMISSION**  
**20 Trinity Street Hartford, Connecticut 06106—1628**

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**MEMORANDUM**

To: All Candidates and Campaign Treasurers

From: Jeffrey B. Garfield, Executive Director and General Counsel

Date: June 22, 2007

Subject: **2007 Workshops on Municipal Campaign Financing Requirements**

The staff of the State Elections Enforcement Commission is pleased to announce that it will be conducting workshops on the requirements of the Campaign Finance Laws in July. Four workshops have been scheduled in convenient locations within the state. A copy of the schedule is attached.

The role of campaign treasurer is an *extremely important* one in the campaign. Treasurers are responsible for ensuring that campaign funds received by the committee are from permissible sources and within permissible limits, and that disclosure of contributions and expenditures is made both fully and timely. The purpose of these workshops is to facilitate your understanding of the various rules that apply to each candidate's campaign. If you are a treasurer of a candidate for municipal office, your attendance at one of these workshops is essential. Candidates are also encouraged to attend.

**If you have served as a treasurer in the past, you should still attend. The laws were changed since the last campaign, and our seminar will explain those changes.**

The State Elections Enforcement Commission is the only state agency responsible for enforcement of the campaign finance laws, and therefore monitors compliance with the requirements. Our goal is to prevent problems from occurring. Our workshops provide you with a detailed explanation of your duties, and are the best *free* advice that you will receive during the campaign. I encourage you to take advantage of this opportunity by attending one of these workshops. As each workshop will cover the same material, you need only attend one.

Our formal presentation will be approximately one and one half hours in length, and will be followed by a question and answer period. We look forward to seeing you at one of the workshops. If you have any questions during the campaign, you may contact the Commission at the phone number listed below, Monday through Friday from 8:00 A.M. to 5:30 P.M. Also, please visit our website at [www.ct.gov/seec](http://www.ct.gov/seec) which contains the most up-to-date information available; and link to "Campaign Disclosure and Registration" for municipal candidates.