
Lunch and Learn: Submitting Your Initial Matching Fund Report

*Candidacy and Campaign Finance
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MARYLAND STATE
BOARD OF ELECTIONS
Verified. Open. Trusted. Empowering.

Presented on October 20, 2025

Welcome to Lunch and Learn

- A service provided by the MD State Board of Elections (SBE) and the Division of Candidacy and Campaign Finance (CCF) to assist candidates, their advocates and the citizens of Maryland on how to operate as a public finance (PF) candidate.
- Twice monthly program
- Understand the rules of PF and how they differ from a traditional / regular candidate committee.
- Understand the mechanics of reporting your transactions into MD Campaign Reporting Information System (CRIS).

Where To Find The Previous Recordings

Gubernatorial Public Funding
County Public Funding

The screenshot shows the Maryland Campaign Reporting Information System website. The top navigation bar includes links for HOME, CAMPAIGN FINANCE (circled in black), CANDIDACY, ELECTIONS, VOTER REGISTRATION, and VOTING. The left sidebar lists various links under the heading 'Campaign Finance', with 'Introduction' highlighted by a green box. The main content area displays the 'Introduction' page for the 'Campaign Finance Database', which includes a list of links and a search bar.

Campaign Finance

- > [Introduction](#)
- > [Campaign Finance Database](#)
- > [Summary Guide](#)
- > [Declaratory Rulings](#)
- > [IRIS](#)
- > [Gubernatorial Public Funding](#)
- > [County Public Funding](#)
- > [Complaint Form](#)
- > [Procurement](#)
- > [Disclosure of Contributions](#)
- > [Disclosure of Contributions Citations](#)
- > [Forms](#)
- > [Independent Expenditures](#)
- > [Reporting Schedule](#)
- > [Advisories/Guidance/](#)

Introduction

Campaign Finance Database

The campaign finance database can be used to:

- [Review information about campaign committees.](#)
- [Review filed reports submitted by Campaign Finance Entities](#)
- Search [contributions](#) and [expenditures](#) reported by Campaign Finance Entities
- [Title 14 FAQ](#)

Maryland Campaign Reporting Information System

Welcome to Maryland Campaign Reporting Information System
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Top Fundraising

Top Spending

In State vs. Out of State Contributions

Searchings for Purpose

Registration Statistics by Type

Top Fundraising

\$16,704.00 was raised by our top 10 committees.

The Top Ten Excesses list identifies the committees that have received the highest total contributions.

Committees

Review committee and financial information.

Contributions

Explore a committee's detailed data on receipt of money.

Expenditures

Find out how committees are spending their funds.

Looking at Previous Recordings

• Prince George's County (PDF)

IV. Public Election Fund Education Webinars

The State Board of Elections (SBE) has a twice monthly training program to assist all members of your public finance campaign team to apply the best practices and avoid mistakes.

1. What is Public Financing Webinar from July 14, 2025
 - [Webinar](#)
Passcode: #NbJBzt4
 - [About Public Financing of Campaigns \(PDF\)](#)
2. Getting Started with Public Financing in MD CRIS from August 4, 2025
 - [Webinar](#)
Passcode: 7g^azA0k
 - [Getting Started with Public Financing in MD CRIS \(PDF\)](#)
3. How to Record Your Transactions from August 18, 2025
 - [Webinar](#)
Passcode: %v9*iUNIX
 - [How to Record Your Transactions \(PDF\)](#)
4. Finding What You Need from MD SBE & Is My Contribution Card Correct from September 15, 2025
 - [Webinar](#)
Passcode: V8s\$bE&N
 - [Finding What You Need from MD SBE & Is My Contribution Card Correct \(PDF\)](#)
5. How To Do Bulk Uploads & How to Upload and Link Receipts from September 29, 2025
 - [Webinar](#)
Passcode: %!70yuk0
 - [How to Do Bulk Uploads & How to Upload and Link Receipts \(PDF\)](#)

Upcoming Schedule for Education and Training Videos

Here is the schedule through January 2026.

Upcoming Schedule

Upcoming Schedule for Education and Training Videos

Here is the schedule through January 2026.

Date	Time	Subject
Mon Oct 20	Noon	'Submitting My Initial Matching Fund Report'
Mon Nov 03	Noon	'Troubleshooting Common PF Issues'
Mon Nov 17	Noon	'Welcome to the new MD CRIS'
Mon Dec 01	Noon	'New MD CRIS: How to Add / Amend Transaction'
Mon Dec 15	Noon	'New MD CRIS: How to Link / Review Data'
Mon Jan 05	Noon	'New MD CRIS: How to File Your Submissions'
Mon Jan 19	Noon	'Handling Your 1 st Required Report'

[RSVP here](#) (long form down below)

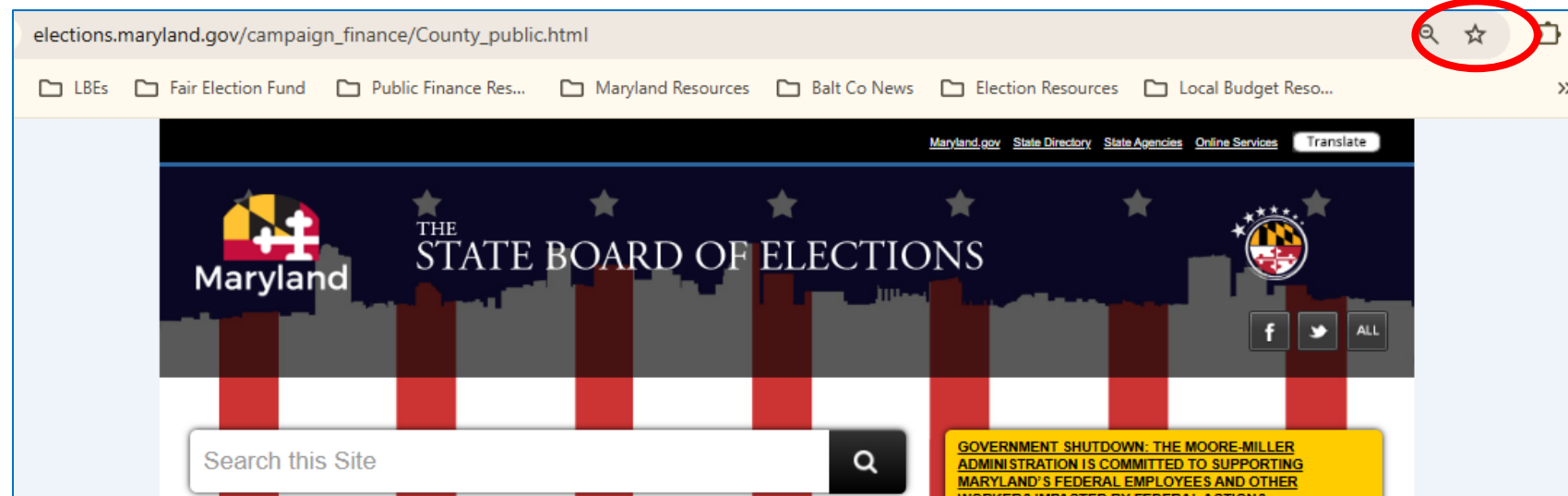
V. Summary of Public Campaign Financing Laws

Gentle Reminder: How to Register as a Public Finance Candidate

The screenshot shows the Maryland State Board of Elections website. The header includes the Maryland logo, the text "STATE BOARD OF ELECTIONS", and social media icons for Facebook, Twitter, and a link to "ALL". A search bar with the text "Search this Site" and a magnifying glass icon is present. A yellow banner reads: "GOVERNMENT SHUTDOWN: THE MOORE-MILLER ADMINISTRATION IS COMMITTED TO SUPPORTING MARYLAND'S FEDERAL EMPLOYEES AND OTHER WORKERS IMPACTED BY FEDERAL ACTIONS." The navigation menu includes links for HOME, CAMPAIGN FINANCE, CANDIDACY, ELECTIONS, VOTER REGISTRATION, and VOTING. The "Campaign Finance" section lists several links: Introduction, Campaign Finance Database, Summary Guide, Declaratory Rulings, IRS, Gubernatorial Public Funding, County Public Funding, Complaint Form, Procurement, Disclosure of Contributions, Citations, and Forms. The "County Public Funding Program" section contains a note about filing a Statement of Organization, a link to "View county public financing committees" (circled in red), a link to "Establish a county public financing committee" (circled in red), and a section titled "I. Background" with a paragraph explaining the program.

Bookmark This Landing Page

- In your browser
- Refer back to it often.



The Summary Guide is Your Friend

- Depends on your county
- Look for the portion that mentions your initial matching fund report

III. Summary Guide for Public Election Fund (in PDF)

- [Anne Arundel County](#)
- [Baltimore City](#)
- [Baltimore County](#)
- [Howard County](#)
- [Montgomery County](#)
- [Prince George's County](#)

Please No Shared Emails



1. Sign into MD CRIS
 - Unique emails for all people you have given access to your account.
2. Officers are responsible for all who enter / delete transactions in your account.

What We Will Cover Today

- Seven Things to Learn
 - When to Submit a Matching Fund Report (MFR)
 - Difference Between an MFR and a Required Report
 - Rule Differences on Submissions
 - How to Submit
 - SBE's Deadline to Finish Our Review
 - What You Will Get From SBE
 - How to Get Paid By Your County /State

Matching Fund Report Schedule

- MFR is Optional
 - No fine if you fail to submit
 - Only submit your MFR when you have filed with your LBE, hit your thresholds

Vs.

- Statutory Reports
 - Fines if you fail to submit

(2)provide for administrative penalties for violations, in accordance with Article 25A, § 5 of the Code.

VI. Public Financing Reporting Schedule (Optional)

[The Public Financing Reporting Schedule \(PDF\)](#) lists the transaction periods and due dates for all the public finance reports due for Public Financing Committees during the election cycle.

VII. Detailed County / Baltimore City Laws, Regulations & Summary Guides

Anne Arundel County Public Campaign Financing System

Anne Arundel County Council approved 25-23 on June 5, 2023 to allow for Small Dollar Matching Fund program for County Executive and Council on a 4-3 vote effective for the 2026 Gubernatorial Election Cycle.

- [Anne Arundel County Campaign Financing System Website](#)
- [Anne Arundel County Code](#)
- [County Executive Stuart Pittman's Signing the Bill Into Law](#)
- [Anne Arundel County Campaign Finance System Commissioners](#)

Baltimore City's Fair Election Fund Program

On November 6, 2018, the voters of Baltimore City approved Question H authorizing public finance of elections. The vote passed by a 75% to 25% margin. On Dec 2, 2019, the City Council approved unanimously 19-0403 to create the funding for the program. On January 23, 2020 the Mayor signed Ordinance 12-338 into law to start with the 2024 Election Cycle.

- [Baltimore City Fair Election Fund Website](#)
- [Baltimore City Election Law Code \(PDF\)](#)
- [FAQs \(PDF\)](#)
- [Baltimore City Fair Election Fund Commissioners](#)

Baltimore County Fair Election Fund (FEF) Program

Matching Fund Report Schedule

- Can file on either MFR date or a statutory date.
- Different deadlines

Notes	Report	Due Date	Transaction Beginning Date	Transaction Ending Date
	Matching Fund (Optional)	01/06/2026	One Day After Your Last Campaign Finance Report Submission	01/05/2026
State Law	2026 Annual Report (Required)	01/21/2026	One Day After Your Last Campaign Finance Report Submission	1/14/2026
	Matching Fund (Optional)	02/03/2026	1/15/2026	02/02/2026
	Matching Fund (Optional)	02/17/2026	One Day After Your Last Campaign Finance Report Submission	02/16/2026
State Deadline	Last Day to File a Statement of Organization	02/24/2026		
	Matching Fund (Optional)	03/03/2026	One Day After Your Last Campaign Finance Report Submission	03/02/2026
	Matching Fund (Optional)	03/17/2026	One Day After Your Last Campaign Finance Report Submission	03/16/2026
	Matching Fund (Optional)	04/07/2026	One Day After Your Last Campaign Finance Report Submission	04/06/2026
	Matching Fund (Optional)	04/21/2026	One Day After Your Last Campaign Finance Report Submission	04/20/2026
	Matching Fund (Optional)	05/05/2026	One Day After Your Last Campaign Finance Report Submission	05/04/2026

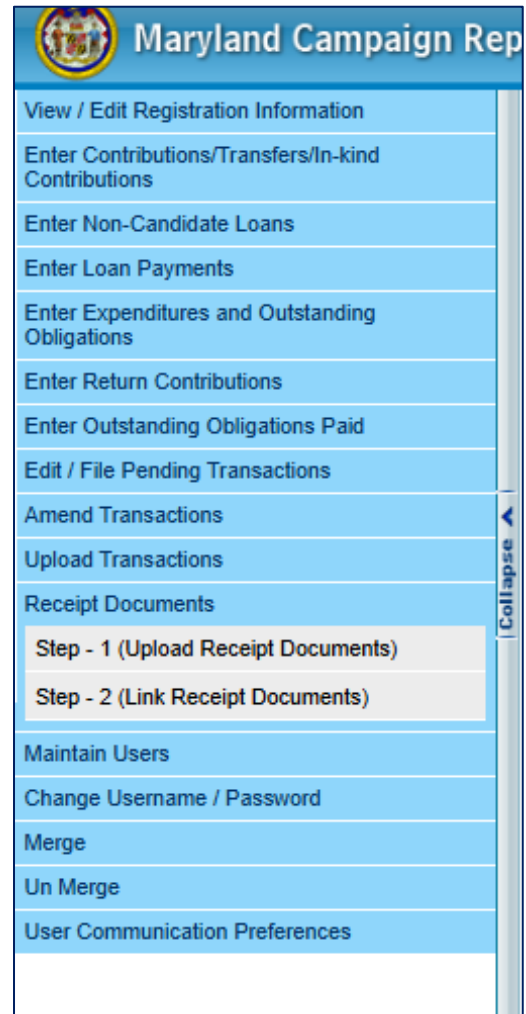
Three Key Requirements BEFORE Filing

- Must achieve your threshold for number of county / state donors
- Must achieve your threshold for the amount of county / state money raised
 - Loans don't count
- Must have filed with the LBE for County office (or SBE for Governor)

Remember You Have to Record ALL TRANSACTIONS

- That includes the payment processing fees of a third-party vendor.
- Your recording of any contribution is the gross amount.
- What you received (the net) is the difference between the gross amount and whatever the payment processor takes out.
 - The processing fee is an expenditure. It must be recorded.

Menu – Your Home Base



When you get lost.
Always come back to the
Menu. It's your home
base.

How To Submit

- Make sure you have entered ALL transactions
- Upload the receipts
- Link the receipts with the transaction

If you have questions about these please go back and review slide #4

How To Submit

- Review BEFORE going forward

Maryland Campaign Reporting Information System

MENU REMINDERS LOGOUT

Kevin Gillogly (Gillogly, Kevin People for)

Edit / File Pending Transactions

Filing Period Name* 10/21/2025 Matching Fund Report Gubernatorial

Transaction Type Contribution Transaction Category --Select Contribution Type--

Transaction Date Range -- -- Amount Range -- -- Contributor / Payee Name

☐ Receipt Not Generated ☐ Loan Consent Form Not Generated ☐ Non-Compliant Transactions

Search Cancel Clear

Transaction Date	Contributor / Payee Name	Transaction Type	Transaction Category	Amount	Address	Compliance	Edit	Select All
08/28/2025	Gommom Sheryl	Contribution	Electronic Fund Transfer	\$100.00	1507 Noyes Drive, Silver Spring, Montgomery, Maryland 20910			☐
08/27/2025	Kozok UdriUm	Contribution	Credit Card	\$25.00	10767 Kinloch Road, Silver Spring, Montgomery, Maryland 20910			☐
08/26/2025	Dtobek LeomUrd	Contribution	Electronic Fund Transfer	\$65.00	7029 Barkwater Ct., Bethesda, Montgomery, Maryland 20815			☐
08/25/2025	ombiet Umme	Contribution	Electronic Fund Transfer	\$50.00	12505 Kuhl Road, Silver Spring, Montgomery, Maryland 20904			☐
08/20/2025	Commots Frumk	Contribution	Credit Card	\$100.00	7213 Beacon Terrace, Bethesda, Montgomery, Maryland 20817			☐
08/21/2025	Betmstein JomUthUm	Contribution	Credit Card	\$500.00	9224 Kingsbury Drive, Silver Spring, Montgomery, Maryland 20904			☐
08/22/2025	Siofet Dom	Contribution	Credit Card	\$75.00	402 Mansfield Road, Silver Spring, Montgomery, Maryland 20910			☐
08/20/2025	Pollim ShUme	Contribution	Credit Card	\$100.00	11305 Rolling House Rd., Rockville, Montgomery, Maryland 20852			☐
08/20/2025	Boet Kemmeth	Contribution	Credit Card	\$100.00	4606 Highland Ave., Bethesda, Montgomery, Maryland 20814			☐

Displaying page 1 of 1, records 1 to 9 of 9

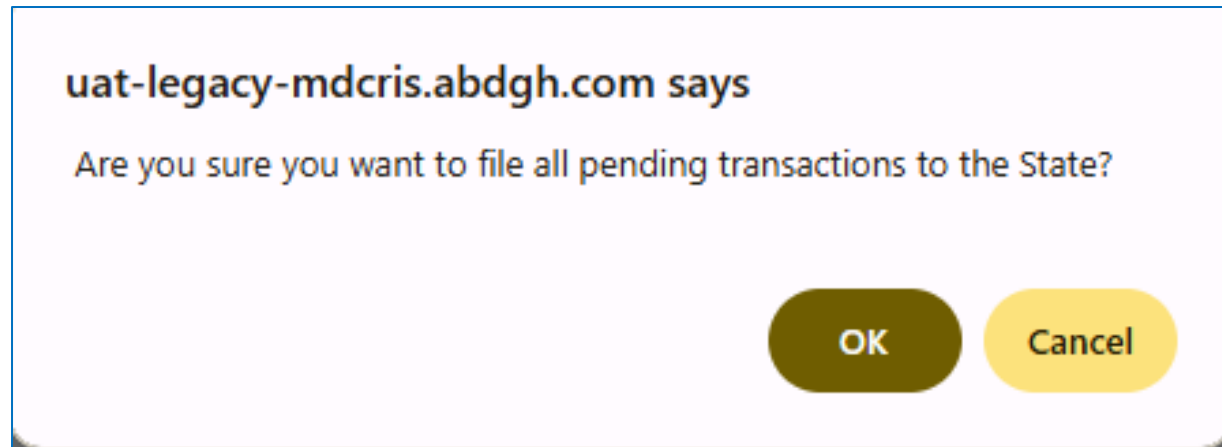
Generate Loan Consent Form Generate Receipt Generate Mailing Labels Preview Filing Delete Selected Delete All

Download Contributions Uploadformat Download Expenses Uploadformat

File All to State File Closeout Report

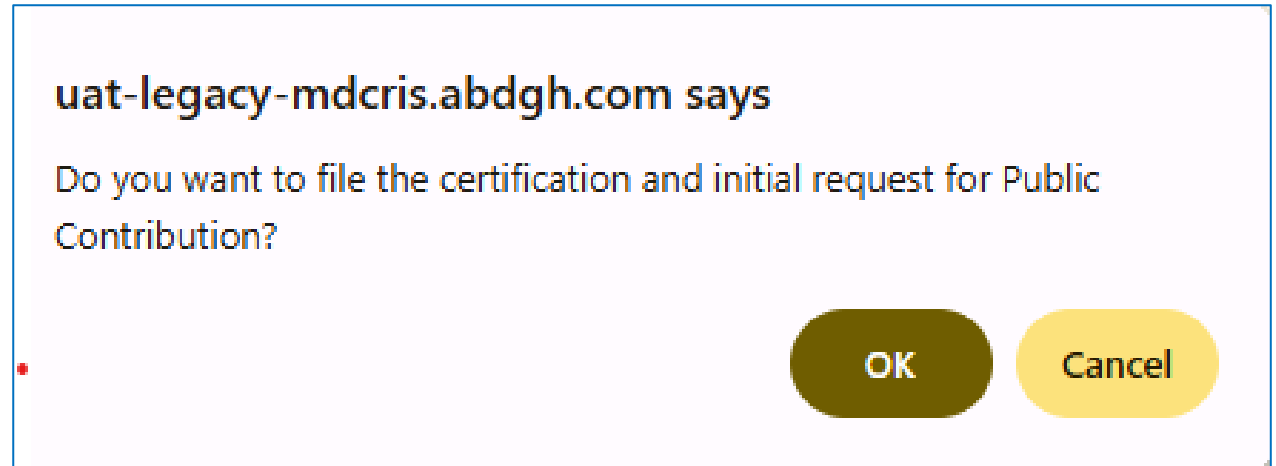
How To Submit

- CRIS will ask
- Are you sure?



How To Submit

- CRIS will ask
- This is your initial request for Public Financing.
- Don't file until you hit your thresholds.



If you don't know what your thresholds refer back to slide #13 and to your county / state Summary Guide.

How To Submit

- CRIS will ask
- Check / correct the non-compliance

View / Edit Registration Information
Enter Contributions/Transfers/In-kind Contributions
Enter Non-Candidate Loans
Enter Loan Payments
Enter Expenditures and Outstanding Obligations
Enter Return Contributions
Enter Outstanding Obligations Paid
Edit / File Pending Transactions
Amend Transactions
Upload Transactions
Receipt Documents
Step - 1 (Upload Receipt Documents)
Step - 2 (Link Receipt Documents)
Maintain Users
Change Username / Password
Merge
Un Merge
User Communication Preferences

Cash Balances >

Kevin Gillogly (Gillogly, Kevin People for)

Non-Compliance:
Employer information not available.

Cash Balances

Filing Period Name: 10/21/2025 Matching Fund Report Gubernatorial
Start Date: 07/29/2025
Beginning Cash Balance on Hand*: \$0.00
Ending Cash Balance on Hand*: \$1,115.00
Prior Reported Ending Bank Balance*: \$0.00

Bank Account Name	Bank Account Number	Bank Account Balance*
None	0000000	
		Add: Deposit in Transits*
		Less: Uncleared Checks*
		Reported Ending Bank Balance*

Submitted By: Kevin Gillogly
Role: Chairperson
Date: 10/20/2025

☐ I certify that I have examined this report and to the best of my knowledge and belief it is true, correct and complete.

Deposit in Transit means receipts that the committee has received but not deposited or cleared by the financial institution in the committee's designated campaign account.

Uncleared checks means expenditures made by the committee that have not been cashed by the vendor or individual to whom the expenditure was made. Please note if the check or reimbursement remains not cashed by the vendor or individual, the expenditure becomes an in-kind contribution to the committee subject to the contribution limits.

☐ I certify that the political committee does not have any other campaign accounts than the designated campaign account listed above. All receipts received by the committee including any online transactions have been deposited into the above referenced designated campaign account.

Submit Clear Cancel

How To Submit

- CRIS will ask
- Use this as a worksheet
- Certify and submit

Cash Balances > Kevin Gillogly (Gillogly, Kevin People for) ?

Non-Compliance:
Employer information not available.

Cash Balances

Filing Period Name 10/21/2025 Matching Fund Report Gubernatorial Beginning Cash Balance on Hand * \$0.00 Ending Cash Balance on Hand* \$1,115.00
Start Date 07/29/2025 Prior Reported Ending Bank Balance* \$0.00

Bank Account Name	Bank Account Number	Bank Account Balance*
None	0000000	\$0.00
		Add: Deposit in Transits* \$2,370.00
		Less: Uncleared Checks* \$15.00
		Reported Ending Bank Balance* \$2,355.00

Submitted By: Kevin Gillogly
Role: Chairperson
Date: 10/20/2025

☐ I certify that I have examined this report and to the best of my knowledge and belief it is true, correct and complete.

Deposit in Transit means receipts that the committee has received but not deposited or cleared by the financial institution in the committee's designated campaign account.

Uncleared checks means expenditures made by the committee that have not been cashed by the vendor or individual to whom the expenditure was made. Please note if the check or reimbursement remains not cashed by the vendor or individual, the expenditure becomes an in-kind contribution to the committee subject to the contribution limits.

☐ I certify that the political committee does not have any other campaign accounts than the designated campaign account listed above. All receipts received by the committee including any online transactions have been deposited into the above referenced designated campaign account.

Submit Clear Cancel

How To Submit

- CRIS will ask
- Are you authorized to submit this

10/21/2025 Matching Fund Report Gubernatorial

Beginning Cash Balance on Hand * \$0.00

10/20/2025 Prior Reported Ending Bank Balance* \$0.00

Bank Account Name	Bank Account Number
None	00000000

Do you have other officer with you for authorization?

Yes No

Submitted By: Kevin Gillogly
Role: Chairperson
Date: 10/20/2025

☒ I certify that I have examined this report and to the best of my knowledge and belief it is true, co

Deposit in Transit means receipts that the committee has received but not deposited or cleared by the financial institution

Checks means expenditures made by the committee that have not been cashed by the vendor or individual to whom the expenditure was
vendor or individual, the expenditure becomes an in-kind contribution to the committee subject to th

How To Submit

- CRIS will ask
- The role of the Treasurer

Cash Balances >

Kevin Gillogly (Gillogly, Kevin People for)

Non-Compliance:
Employer information not available.

Cash Balances

Filing Period Name: 10/21/2025 Matching Fund Report Gubernatorial
Start Date: 07/29/2025

Beginning Cash Balance on Hand*: \$0.00
Ending Cash Balance on Hand*: \$1,115.00

Prior Reported Ending Bank Balance*: \$0.00

Bank Account Name	Bank Account Number	Bank Account Balance*
None	0000000	\$0.00
		Add: Deposit in Transits* \$2,370.00
		Less: Uncleared Checks* \$15.00
		Reported Ending Bank Balance* \$2,355.00

Authorization

Verification by the filer of the report is required. If the other responsible officer is present at the time of the submission, the officer may verify the report as well. However, verification by the other responsible officer is not required at this time. Do not delay filing a report for the other verification. The system will send an email to the other officer immediately after it is submitted.

Officer Name	Role	Password	Certification
Ebony Sherbert-Parran	Treasurer		☐ I certify that I have examined this report and to the best of my knowledge and belief it is true, correct and complete.

Submitted By: Kevin Gillogly
Role: Chairperson
Date: 10/20/2025

☐ I certify that I have examined this report and to the best of my knowledge and belief it is true, correct and complete.

Deposit in Transit means receipts that the committee has received but not deposited or cleared by the financial institution in the committee's designated campaign account.

Uncleared checks means expenditures made by the committee that have not been cashed by the vendor or individual to whom the expenditure was made. Please note if the check or reimbursement remains not cashed by the vendor or individual, the expenditure becomes an in-kind contribution to the committee subject to the contribution limits.

☒ I certify that the political committee does not have any other campaign accounts than the designated campaign account listed above. All receipts received by the committee including any online transactions have been deposited into

How To Submit

- CRIS will ask
- Overview

0000000	
Add: Deposit in Tra	
Less: Uncleared Ch	
Reported Ending Bank Ba	
Initial Request Details	
Total qualifying contribution constituting initial request *	\$1115.00 (Based on data entered)
Total number of qualifying contributors *	9
Total amount public contributions requested *	\$0.00
Total number of qualifying contributions *	9 (Based on data entered)
Submit	
Transit me	
expenditures i	
cashed	
designated c	
se note if the	
on limits.	
tee does not have any other campaign accounts than the designated campaign account listed above. All receipts received by the committee inclu	
deposited into the above referenced designated campaign account.	

Please note: This is practice. This account does NOT have enough contributions to be qualified.

SBE's Deadline to Report

- Varies by County / State
- Generally 2 weeks or 10 Business Days
- Don't edit or modify your submission once you have filed it

What You Will Get from SBE

- After you have filed, we may reach out to you with questions.
- Just wait.
- Once SBE / County is finished we will send a formal letter to the county / state on your status.
- SBE will also send a formal letter from CCF Team to your Treasurer with any deficiencies that need to be corrected (cured).
 - You will have two weeks to cure.

How To Get Paid

- Your Committee needs to have Bank name and account number in your committee.
- When SBE is close to finishing we will ask for your EIN and Canceled Check

No records to view.

Depository Information

Name of Financial Institution	Address	Account Type	Account Number	Start Date	End Date	Actions
None	None, None, None, MD, 21401	Checking	0000000	07/29/2025		 

Displaying page 1 of 1, records 1 to 1 of 1

Documents / Correspondence

Getting SBE your Financial Information

- Two ways to get SBE your candidate's key financial information
- Send as an encrypted email
- Talk to Kevin Gillogly / Allen Norfleet / Erin Dennis personally
- SBE needs this to follow the financial rules of the county / state where you are running

Questions

Future Lunch and Learns

- Mon. Nov. 3rd, Noon. Trouble shooting common problems
- Mon. Nov. 17th, Noon. Welcome to the new MD CRIS
- Mon. Dec. 4th, Noon. New MD CRIS How to Add / Amend Transactions

CCF Staff Directory

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