

## LOCAL GOVERNMENT CANDIDATE CAMPAIGN FINANCE REPORTING EXAMPLES

The examples below show how Election Cycle reporting works in practice, and contemplate the filing of reports by an active committee that has already been reporting quarterly. Please note, because committees are not required to start reporting until exceeding \$1,000 in activity, the first report of any committee must include activity (if any) prior to the first day of the reporting period.

### **Filing a Statement of Organization and First Report.**

1. Using the Quarterly Reporting Schedule, find the date in the “Period Covered” column when the committee activity exceeded \$1,000 in contributions or other funds received or spent.
2. File the Statement of Organization within 10 calendar days of the date in (1).
3. If the committee is in the quarterly reporting schedule, file the Report of Contributions and Expenditures during the “Reports Due Between” dates that corresponds to the “Period Covered”. Otherwise, file the report during the applicable Pre-Election Reporting time.
4. Include all activity prior to the first date the report could be filed. For example, for a first quarter report, the first date a report could be filed is April 1<sup>st</sup>. The first filed report will cover all activity before April 1, even activity that occurred before the first day of the “period covered” time frame January 1<sup>st</sup>.

### **Election Cycle Reporting: Filing the First Pre-Election Contributions and Expenditures Reporting for the first Election.**

1. Identify the date of the election—it will be a Tuesday.
2. Count back two Tuesdays to identify the 2<sup>nd</sup> Tuesday before the election.
3. All Candidates\* file a *Contributions and Expenditures Report* between the 2<sup>nd</sup> Tuesday before the election and the next Monday (6 day filing period).
4. The first pre-election report will always be a partial quarter report that begins with the first date of the quarter and ends the Monday before the 2<sup>nd</sup> Tuesday before an election. Provided, if this is the first report filed by a committee it will include activity prior to the first date of the quarter.
5. If the Candidate’s name is on the ballot for that election, the committee must also file 24-hour/CRC reports as required.
6. **Contributions & Expenditures Report Example:** The June Election is Tuesday, June 28. The 2<sup>nd</sup> Tuesday before the election is June 14. If the June election is the first election of the cycle, the reporting period would begin April 1 (first day of the quarter) and end on Monday, June 13 (the day prior to the 2<sup>nd</sup> Tuesday before the election). The report would be due between Tuesday, June 14 and Monday, June 20 and would cover all activity prior to June 14 not required to be filed on a prior *Contributions and Expenditures Report*.

JUNE 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
<b>June 28 Primary Reporting</b>						
<b>June 14—June 20: Pre-Primary C &amp; E Reports Due</b>						
Include activity BEFORE June 14.						
<b>June 14– June 26: Pre-Primary 24-Hr/CRC Reporting</b>						
Contributors over \$1,000 from June 14 — June 26						

## LOCAL GOVERNMENT CANDIDATE CAMPAIGN FINANCE REPORTING EXAMPLES

### Election Cycle Reporting: Pre-Election Contributions and Expenditures Reporting for a Second or Third Election.

1. Identify the Election Date.
2. Count backwards two Tuesday's to find the 2<sup>nd</sup> Tuesday before the Election.
3. All Candidates\* file a Contributions and Expenditures Report between the 2<sup>nd</sup> Tuesday through the following Monday.
4. Include all activity before the 2<sup>nd</sup> Tuesday of the current election and beginning with the 2<sup>nd</sup> Tuesday before the previous election.
5. If the Candidate's name is on the ballot for that election, the committee must also file 24-hour/CRC reports as required.
6. **Contributions & Expenditures Report Example:** The 2<sup>nd</sup> election is held August 23, 2022. The 2<sup>nd</sup> Tuesday prior to the election is August 9. Reports would be filed between August 9 and August 15, for activity from June 14 (the 2<sup>nd</sup> Tuesday before the June 28<sup>th</sup> election) through August 8 (the day before the 2<sup>nd</sup> Tuesday before the August election).

AUGUST 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**August 23 Runoff Primary Reporting**

August 9 — August 15 Pre-Runoff C & E Reports Due August  
Include activity BEFORE August 9

Aug. 9 — Aug. 21: Pre-Primary 24-Hr/CRC Reporting  
Contributors over \$1,000 from Aug. 9 — Aug. 21

### Returning to Quarterly Reporting After the Last Election in the Cycle.

1. Once the last election of the election cycle has concluded, there will be a partial quarter report due to get the committee back on a quarterly reporting schedule.
2. Using the Quarterly Reporting Schedule, identify which quarter the election date falls in using the “Period Covered” column.
3. File a Contributions and Expenditures Report during the month identified in the “Reports Due Between” dates.
4. Include all activity ending on the last date of the quarter in the “Period Covered” column and beginning on the 2<sup>nd</sup> Tuesday before the last election.
5. **Example.** Using the August election example, the quarter that includes the August election is the 3<sup>rd</sup> quarter with a “Period Covered” end date of September 30. The post-election cycle report would be filed during the month of October and cover all activity from August 9<sup>th</sup> through September 30. Quarterly reporting continues until a final report is filed and the committee is dissolved with a zero balance.

**Note:** Any contributions received during the two weeks before an election will be included on the next required Report of Contributions and Expenditures even if the contributions are reported on a 24-hour/CRC Report. The CRC reports do not reflect the cash on hand of a committee—that is only disclosed on a Contributions and Expenditures Report.

\* “All candidates” refers to candidates who have filed a Statement of Organization or are required to have filed a Statement of Organization but does not include candidates who have (1) not exceeded the \$1,000 threshold requiring the filing of a Statement of Organization; and (2) not filed a Statement of Organization.