Candidate Committee
2008 Reporting Schedule

Candidates Whose Office is Not Up for Election this Year:

Activity Beginning	Activity Ending	Report Due
January 1, 2008	June 30, 2008	**July 15, 2008**
July 1, 2008	December 31, 2008	**January 15, 2009**

Candidates Whose Office is up for Election in November 2008 Election:

Activity Beginning	Activity Ending	Report Due
January 1, 2008	March 31, 2008	**April 15, 2008**
April 1, 2008	May 28, 2008	**June 2, 2008**
May 29, 2008	June 30, 2008	**July 15, 2008**
July 1, 2008	August 31, 2008	**September 15, 2008**
September 1, 2008	September 30, 2008	**October 15, 2008**
October 1, 2008	October 22, 2008	**October 27, 2008**
October 23, 2008	November 27, 2008	**December 4, 2008**
November 28, 2008	December 31, 2008	**January 15, 2009**

Candidates Whose Office is Up for Election in the May 2008 Election:

Activity Beginning	Activity Ending	Report Due
January 1, 2008*	February 1, 2008*	**February 4, 2008***
*February 2, 2008 January 1, 2008	March 31, 2008	**April 15, 2008**
April 1, 2008	April 25, 2008	**April 28, 2008**
April 26, 2008	June 10, 2008	**June 16, 2008**
June 11, 2008	June 30, 2008	**July 15, 2008**
July 1, 2008	December 31, 2008	**January 15, 2009**

***For candidates who are participating in a primary only**

Candidates on the Ballot for a Special Election:

Activity Beginning	Activity Ending	Report Due
Inception	11 days **Before** Special Election	**Eight Days <u>Before</u> Special Election**
10 Days **Before** Special Election	25 Days **After** Special Election	**30 Days <u>After</u> Special Election**

Which Schedule Should I Follow?

- ✓ Candidate campaign committees who have not filed a final report and are reporting in a succeeding election cycle must follow the reporting schedule for the office in which they are registered, **EVEN IF THE CANDIDATE DOES NOT INTEND TO PARTICIPATE IN THAT ELECTION OR IS NOT ON THE BALLOT. (§ 24.2-947.6; § 24.2-947.7; § 24.2-947.8)**

Where to file Campaign Finance Reports (§ 24.2-947.5):

- ✓ General Assembly and Statewide candidates who file electronically must file with the State Board of Elections ***only***.

- ✓ General Assembly candidates who file on paper must fax their reports to SBE **AND** mail the original to the State Board of Elections. The reports must be postmarked by the reporting deadline. They must also file their report to the county or city Electoral Board of the candidate's residence. Reports filed with the locality must be in that office by mail or in person no later than the time the office closes on the day of the deadline.

- ✓ Candidates for local and shared constitutional offices file ***only*** with county or city Electoral board of the candidate's residence. Reports filed must be in that office by mail or in person no later than the close of business on the day of the deadline.

- ✓ **NOTE: Reports cannot be faxed to the locality in order to make the deadline.**

Large Pre-Election Contribution Reports (§ 24.2-947.9):

A Large Pre-Election Contribution report is required to be filed by a candidate's campaign committee if they receive a direct or in-kind contribution or a loan if the contribution or loan amount is:

- ✓ $5,000 or more if a candidate for Statewide office; or
- ✓ $1,000 or more if a candidates for the General Assembly; or
- ✓ $500 or more if a candidate for any other office

and the contribution or loan is received by the campaign committee between:

- ✓ the 12th day preceding any nominating event and the date of the nominating event unless the candidate is running unopposed for the nomination; or
- ✓ the 12th day preceding a November election and the election date; or
- ✓ the 11th day preceding any other election in which the individual is a candidate and the Election Day.

Nominating Events

- ✓ A Large Pre-Election Report is not required if the candidate for the nomination is or has become, by virtue of withdrawal of the opponent(s), running unopposed for the nomination.

- ✓ Nominating events include, but are not limited to, primary, caucus, mass meeting, or other event at which the party's nomination shall be finally determined or an event at which delegates are chosen who pledge their support of a specified candidate on a ballot at a subsequent convention.

When to File Large Pre-Election Contributions

- ✓ Large Pre-Election Contribution reports are due no later than 5:00 pm on the next day after the committee has received the contribution.

- ✓ If the large pre-election contribution is received on a Saturday then the report is not due until 5:00pm on the Monday immediately following the Saturday.

- ✓ If the large pre-election contribution is received on the day before the election, then the report is due on that day.

Where to File Large Pre-Election Contributions

- ✓ Statewide candidates must report Large Pre-election contributions electronically through the SBE website *only* (faxes are not permitted).

- ✓ General Assembly candidates, who report their regular campaign finance reports electronically, shall report their Large Pre-Election contributions electronically on SBE's website with SBE *only*.

- ✓ General Assembly candidates, who report their regular campaign finance reports on paper, shall report their Large Pre-election contributions in writing by fax with SBE. An original, signed copy must also be sent to the State Board and must be postmarked no more than 24 hours after the contribution is received.

- ✓ Candidates for local offices file Large Pre-Election contributions, in writing, with their county or city Electoral Board *only*. Faxed copies are **NOT** acceptable in order to meet the deadline. An original, signed copy must be submitted to the local electoral board in person.

- ✓ Candidates for shared local constitutional offices file Large Pre-Election Contributions in writing ONLY with the county or city Electoral Board where they reside. Faxed copies are **NOT** acceptable in order to meet the deadline. An original, signed copy must also be sent to the local electoral board and must be postmarked no more than 24 hours after the contribution is received.

Large Contribution Reports for Local Candidates (§ 24.2-948):

During non-election years only, incumbent members of county boards of supervisors or city or town councils are required to report any single direct or in-kind contribution or loan of $500 or more from a single contributor within 15 business days after receipt of the contribution.

Reporting Large Contributions Reports for Local Candidates

The information required on Large Contribution Reports for Local Candidates is the same as required for direct and in-kind contributions or loans.

When to File Large Contribution Reports for Local Candidates

During non-election years, the Large Contribution Report for Local Candidates is required to be filed within 15 business days after receipt of the contribution. All contributions that are reported in this manner must also be reported on the next required campaign finance report.

Where to File Large Contribution Reports for Local Candidates

The campaign committee must file Large Contribution Reports for local candidates with the electoral board of the locality where the candidate resides in the office by the deadline. Faxed copies are not acceptable. Mailed reports are acceptable so long as the report is received by the deadline for the report. Any contribution reported pursuant to this section shall also be reported on the first periodic report required by this article following receipt of the contribution.

Independent Expenditure Reports (§ 24.2-945.2):

An Independent Expenditure is an expenditure made by a candidate campaign committee (i) that is not related to the candidate's own campaign and (ii) that is not made to, controlled by, coordinated with, or made with the authorization of a different candidate, his campaign committee, or an agent of that candidate or his campaign committee.

An Independent Expenditure report is required if the campaign committee makes independent expenditures that support, oppose or benefit a different candidate, in excess of $1,000 or more to a candidate for statewide office or in excess of $500 or more to any other candidate in the aggregate during an election cycle.

When to File Independent Expenditure Reports

Independent Expenditure reports are due within 24 hours after the committee has made the expenditure or when the advertisement supporting or opposing the clearly identified candidate is disseminated, whichever is first.

Where to File Independent Expenditure Reports

- ✓ The Independent Expenditure report is to be filed with the State Board of Elections if the candidate(s) supported or opposed is a candidate for statewide office or the General Assembly.
- ✓ If the candidate supported or opposed is a candidate for local or constitutional office then the Independent Expenditure report must be filed with the local electoral board of that county or city.
- ✓ In cases where multiple candidates are supported or opposed in multiple localities, one report must be filed in each candidate's locality which is supported or opposed.
- ✓ Independent Expenditure Reports must be filed on paper and can be faxed to the appropriate office to meet the deadline with an original, signed copy sent and postmarked within 24 hours after the funds are expended.

Please visit our web site at www.sbe.virginia.gov or contact the Campaign Finance Division at (804) 786-6551 or 800-552-9745 or by email at cfda@sbe.virginia.gov if you have any questions.