

Candidate Campaign Committee 2012 Reporting Schedule

Candidate Committees Office is Not Up for Election in 2012:		
Activity Beginning	Activity Ending	Report Due
January 1, 2012	June 30, 2012	July 16, 2012
July 1, 2012	December 31, 2012	January 15, 2013
Candidate Committee Whose Office is up for Election On November 6, 2012:		
Activity Beginning	Activity Ending	Report Due
January 1, 2012	March 31, 2012	April 16, 2012
April 1, 2012	June 1, 2012	June 4, 2012
June 2, 2012	June 30, 2012	July 16, 2012
July 1, 2012	August 31, 2012	September 17, 2012
September 1, 2012	September 30, 2012	October 15, 2012
October 1, 2012	October 24, 2012	October 29, 2012
October 25, 2012	November 29, 2012	December 6, 2012
November 30, 2011	December 31, 2012	January 15, 2013
Large Pre-Election Contribution reporting for the Primary begins May 31		
Large Pre-Election Contribution reporting for the General begins October 25		
Candidate Committee Whose Office is Up for Election on the May 1, 2012:		
Activity Beginning	Activity Ending	Report Due
January 1, 2012	March 31, 2012	April 16, 2012
April 1, 2012	April 20, 2012	April 23, 2012
April 21, 2012	June 10, 2012	June 15, 2012
June 11, 2012	June 30, 2012	July 16, 2012
July 1, 2012	December 31, 2012	January 15, 2013
Large Pre Election Contribution reporting for the May General: April 19 through April 30		
Candidates on the Ballot for a Special Election in 2012:		
Activity Beginning	Activity Ending	Report Due
Inception	11 days Before Special Election	Eight Days <u>Before</u> Special Election
10 Days Before Special Election	30 Days After Special Election	30 Days <u>After</u> Special Election

Which Schedule Should I Follow?

- ✓ Follow the November Schedule if your office is up for election in November. Follow the May Schedule if your office is up for election in May. Follow the Special Schedule if your office is up for election on a day other than the May/November election date. Candidate campaign committees who have not filed a final report and are reporting in a successive 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 may fax their reports by 5:00 pm on the day of the filing deadline to SBE **AND** mail the original to the State Board of Elections. The original reports that had been faxed by 5:00 pm on the day of the deadline must be postmarked by the reporting deadline. They must also file a copy of their report with 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 close of business on the day of the deadline.
- ✓ Candidates for local and shared constitutional offices who file reports electronically file with SBE **only**. Paper filers file 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 close of business on the day on the reports due date. Electronic filers must file by 5:00 pm on the reports due date.
- ✓ **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.

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) 864-8901 or 1-800-552-9745 or by email at cfda@sbe.virginia.gov if you have any questions.