★ VIRGINIA ★
DEPARTMENT of ELECTIONS

2015 Candidate Reporting Deadlines

2015 Report Year

Candidate Committees Whose Office is Not on the Ballot in 2015:		
Activity Beginning	**Activity Ending**	**Report Due**
January 1, 2015	June 30, 2015	July 15, 2015
July 1, 2015	December 31, 2015	January 19, 2016
Candidate Committee Whose Office is on the Ballot on November 3, 2015:		
Activity Beginning	**Activity Ending**	**Report Due**
January 1, 2015	March 31, 2015	April 15, 2015
April 1, 2015	May 27, 2015	June 1, 2015
May 28, 2015	June 30, 2015	July 15, 2015
July 1, 2015	August 31, 2015	September 15, 2015
September 1, 2015	September 30, 2015	October 15, 2015
October 1, 2015	October 22, 2015	October 26, 2015
October 23, 2015	November 26, 2015	December 3, 2015
November 27, 2015	December 31, 2015	January 19, 2016
Large Pre-Election Contribution reporting for candidates participating in a Primary election begins **May 29**. Large Pre-Election Contribution reporting for the General Election begins **October 23**.		
Candidate Committee Whose Office is on the Ballot on May 5, 2015:		
Activity Beginning	**Activity Ending**	**Report Due**
January 1, 2015	March 31, 2015	April 15, 2015
April 1, 2015	April 24, 2015	April 27, 2015
April 25, 2015	June 10, 2015	June 15, 2015
June 11, 2015	June 30, 2015	July 15, 2015
July 1, 2015	December 31, 2015	January 19, 2016
Large Pre Election Contribution reporting for the May General begins **April 24th.**		
Candidates on the Ballot for a Special Election in 2015*:		
Activity Beginning	**Activity Ending**	**Report Due**
Inception	11 days Before Special Election	Eight Days Before Special Election
10 Days Before Special Election	30 Days After Special Election	30 Days After Special Election
Large Pre Election Contribution reporting for Special Elections begin 11 days prior to the election.		

***Only applies to special elections held on a day other than a General 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 General 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 Virginia Department of Elections ***only***.

- ✓ General Assembly candidates who file on paper file the original report with the Virginia Department of Elections (see regulation below) and a copy with the Electoral Board in the county or city of the candidate's residence.

> **1VAC20-90-20. Filing Fee.**
> This regulation requires all General Assembly members which file their campaign finance reports on paper with the Virginia Department of Elections to pay a $25 administrative fee per report filed (to include large pre-election contribution reports). The payment is due by the deadline for filing the report. Indigent committees may request a waiver from the Virginia Department of Elections.

- ✓ Candidates for local offices and shared constitutional offices, which file reports electronically, file with the Virginia Department of Elections ***only.*** Paper filers file with the Electoral Board in the county or city of the candidate's residence.

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

When to File Regular Campaign Finance Reports:

- ✓ Electronic filers must file with the Department of Elections by 11:59pm on the day of the deadline.

- ✓ Paper filers who are required to file with the Virginia Department of Elections must submit their reports by 5pm on the day of the deadline. Postmarked dates are acceptable provided that a facsimile of the report is received by the Virginia Department of Elections by 5pm on the day of the deadline.

- ✓ Local candidates who file on paper must submit their report by close of business on the day of 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 contribution, 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 11th day preceding any nominating event and the date of the nominating event unless the candidate is running unopposed for the nomination; or
- ✓ the 11th 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 Virginia 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 the Virginia Department of Elections website with the Virginia Department of Elections *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 the Virginia Department of Elections. An original, signed copy must also be sent to the Virginia Department of Elections and the Electoral Board in the county or city of the candidate's residence and must be postmarked no later than the day after the contribution is received (see regulation on fee applied to paper filers above).
- ✓ 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 constitutional offices file Large Pre-Election Contributions in writing ONLY with the county or city Electoral Board where the candidate resides. 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 $200 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 Virginia Department 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 Electoral Board of that county or city.
- ✓ In cases where multiple candidates are supported or opposed in multiple localities, one report must be filed with the county or city Electoral Board in the residence of each candidate 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