Candidate Committee
2011 Reporting Schedule

2011 is a redistricting year. The General Assembly has passed legislation to alter the 2011 election schedule to accommodate the redistricting process. The 2011 primary date is now August 23, 2011. The Reporting Schedule has been adjusted accordingly. The schedule for May Elections has been removed since elections are only being held in Town of Vienna and Town of Gate City neither of which report campaign finance activity.

For offices in a nonelection year:		
Activity Beginning	Activity Ending	Report Due
January 1, 2011	June 30, 2011	July 15, 2011
July 1, 2011	December 31, 2011	January 17, 2012
For offices up for election on November 8, 2011:		
Activity Beginning	Activity Ending	Report Due
January 1, 2011	March 31, 2011	April 15, 2011
April 1, 2011	June 30, 2011	July 15, 2011
**July 1, 2011	**August 10, 2011	**August 15, 2011
August 11, 2011	August 31, 2011	September 15, 2011
September 1, 2011	September 30, 2011	October 17, 2011
October 1, 2011	October 26, 2011	October 31, 2011
October 27, 2011	December 1, 2011	December 8, 2011
December 2, 2011	December 31, 2011	January 17, 2012
** The Dates are based on the primary date of 8/23/11		
Candidates for Special Election in 2011:		
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
Candidate for the 91st House of Delegates Special Election held on March 8, 2011:		
Activity Beginning	Activity Ending	Report Due
January 1, 2011	February 25, 2011	February 28, 2011
February 26, 2011	April 7, 2011	April 15, 2011
April 8, 2011	June 30, 2011	July 15, 2011
The rest of the 91st HOD 2011 Reporting Schedule follows the November 8, 2011 schedule		
March 8, 2011 91st District HOD Special Election Winner Report Dates:		
February 26, 2011	March 8, 2011	March 9, 2011
March 9, 2011	April 7, 2011	April 15, 2011

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, Statewide and Local 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. A copy of the report must also be filed 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 5:00 pm on the day of the deadline.

- ✓ Local candidates who file paper reports file ***only*** with the 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 5:00 pm 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 5:00 pm on the following Monday.
- ✓ 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 with SBE *only*.
- ✓ General Assembly candidates, who report their regular campaign finance reports on paper, shall report their Large Pre-election contributions in writing via facsimile 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 office that file electronically file Large Pre-Election Contributions electronically through the SBE website. Paper filers file with the 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.

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 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 office then the Independent Expenditure report must be filed with the candidate's local electoral board.
- ✓ 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 800 552-9745 or by email at cfda@sbe.virginia.gov if you have any questions.