



2016 Report Year

Referendum Committee Whose Referendum is Not Up for Election in 2016:		
Activity Beginning	Activity Ending	Report Due
January 1, 2016	June 30, 2016	July 15, 2016
July 1, 2016	December 31, 2016	January 17, 2017
*See instructions for re-designation to a PAC within 6 months after the date of the election.		
Referendum Committee Whose Referendum is on the November 8, 2016 Ballot:		
Activity Beginning	Activity Ending	Report Due
January 1, 2016	March 31, 2016	April 15, 2016
April 1, 2016	June 2, 2016	June 6, 2016
June 3, 2016	June 30, 2015	July 15, 2015
July 1, 2016	August 31, 2016	September 15, 2016
September 1, 2016	September 30, 2016	October 17, 2016
October 1, 2016	October 26, 2016	October 31, 2016
October 28, 2016	December 1, 2016	December 8, 2016
December 2, 2016	December 31, 2016	January 17, 2017
Referendum Committee Whose Referendum is on the May 3, 2016 Ballot:		
Activity Beginning	Activity Ending	Report Due
January 1, 2016	March 31, 2016	April 15, 2016
April 1, 2016	April 21, 2016	April 25, 2016
April 22, 2016	June 10, 2016	June 15, 2016
June 11, 2016	June 30, 2016	July 15, 2016
July 1, 2015	December 31, 2015	January 17, 2017
Referendum Committee Whose Referendum is on the Ballot for a Special Election in 2016:		
Activity Beginning	Activity Ending	Report Due
Inception	12 days Before Special Election	Eight Days <u>Before</u> Special Election
11 Days Before Special Election	30 Days After Special Election	30 Days <u>After</u> Special Election

Re-designating the Referendum Committee to a Political Action Committee:

- ✓ Referendum committees may either (i) file a final report within six months after the referendum is held or (ii) continue as a political action committee more than six months after the referendum is held, provide that the committee submits an amended Statement of Organization to the Virginia Department of Elections re-designating the committee as a political action committee and complies with the requirements for political action committees in Article 4 of this chapter including the reporting schedule set forth in §24.2-951.4(B).

Where to file Campaign Finance Reports (§ 24.2-951.8):

- ✓ Referendum Committees required to file statements or reports by this article shall file all reports with the Virginia Department of Elections. (§24.2-951.8(A))
- ✓ A referendum committee that is required by this chapter to file reports with the Virginia Department of Elections, and that accepts contributions or makes expenditures in excess of the \$10,000 in any calendar year, or that accepted contributions or made expenditures in excess of \$10,000 in the previous calendar year, shall file its reports with the Virginia Department of Elections by computer or electronic means in accordance with the standards approved by the Virginia Department of Elections until such time as the referendum committee files a final report or until subject to the provisions of subsection B of §24.2-951.1.

NOTE: Any referendum committee that has been filing electronically, but does not anticipate accepting contributions or making expenditures in excess of \$10,000 in the upcoming calendar year, may sign a waiver form, which shall be submitted and received no later than the date the first report is due covering activity for that calendar year. (§24.2-951.8(C))

Large Dollar Contribution Reports (§ 24.2-951.7):

In addition to filing regular reports Referendum committees shall report any single contribution or loan of \$10,000 or more received at any time during the calendar year **within three business days of receipt** of the contribution or loan.

- ✓ The report shall be filed on a “large dollar contribution report” form prescribed by the Virginia Department of Elections and should be filed in writing or electronically in the same manner as the person or committee files its quarterly disclosure reports.
- ✓ Any contribution or loan reported pursuant to this section shall also be reported on the next subsequent report required under this article following receipt of the contribution or loan.
- ✓ Referendum committees shall report as one contribution multiple contributions from a single source that have been subdivided into smaller amounts or given through different bank accounts for the purpose of evading the \$10,000 threshold.
 - A referendum committee that receives contributions from affiliated organizations shall not be deemed to be receiving contributions from a single source.

Independent Expenditure Reports (§ 24.2-945.2):

An Independent Expenditure is an expenditure made by a referendum committee that is not made to, controlled by, coordinated with, or made with the authorization of the candidate, his campaign committee, or an agent of the candidate or his campaign committee.

An Independent Expenditure report is required if the referendum 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 the county or city of the candidate's residence.
- ✓ In cases where multiple candidates are supported or opposed in multiple localities, one report must be filed with each electoral board of each candidate's residence 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.elections.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.