

## 2015 FILING SCHEDULE

### For Municipal Candidates in the November Election

#### MUNICIPAL ELECTION: NOVEMBER 3, 2015

| REQUIRED REPORT      | FILING DEADLINE<br>(BY CLOSE OF BUSINESS) | REPORT PERIOD                            |
|----------------------|---|--|
| 11-Day Pre-Election  | October 23, 2015                          | Beginning of campaign – October 20, 2015 |
| 42-Day Post-Election | December 15, 2015                         | October 21, 2015 – December 8, 2015      |

#### ADDITIONAL REPORTS THAT MAY BE REQUIRED:

|                                  |  |
|----------------------------------|--|
| Pre-Election Semiannual Reports  | Any candidate collecting or spending <u>more than \$500</u> in the calendar year proceeding the year of the election must file one or two pre-election semiannual reports. Please check with the Clerk’s Office to determine if and when semiannual reports are required.  |
| Post-Election Semiannual Reports | Any candidate reporting a cash balance, outstanding loan balance, and/or unpaid debt/obligation of more than \$100 on the 42-Day Post-Election Report are required to file Post-Election Semiannual Reports every six months until the cash, loan and/or debt balances are \$100 or less. Once these balances are \$100 or less, the campaign is considered “closed out” and no additional reports are required. Please check with the Clerk’s Office to obtain semiannual report forms, the filing schedule, and information on how to close out your campaign. |

| REQUIRED REPORT:<br>24-HOUR REPORT              | WHAT TO REPORT   | WHEN TO FILE THE REPORT  |
|---|--|--|
| October 21, 2015<br>Through<br>November 2, 2015 | Any single <u>contribution</u> of \$1,000 or more. Loans are considered contributions under Maine Election Law.<br><br>Any single <u>expenditure</u> of \$1,000 or more.<br><br>Orders placed with or obligations made to vendors for goods or services are considered expenditures at the time an order is placed or obligation are made. | Within 24 hours, including Saturdays and Sundays, of receiving the contribution or making the expenditure, incurring the obligation, or placing the order. |

#### FILING PROCEDURES

*Filing Campaign Finance Reports on Paper.* Each original campaign finance report signed by the candidate and/or treasurer must be properly filed with the Clerk’s Office by the filing deadline, except in two circumstances. A properly signed report may be faxed to the Clerk’s Office at the number above by the close of business on the deadline, provided that the Clerk’s Office receives the original report within five calendar days. A report mailed to the Clerk’s Office by certified or registered mail and postmarked at least 2 days before the filing deadline will not be considered late, even if it is received after the deadline.

Staff in the Clerk’s Office will be available until the close of business on the filing deadlines to offer assistance to candidates and treasurers.