



2016 FILING SCHEDULE

For Traditionally Financed Legislative and County Candidates

PRIMARY ELECTION: JUNE 14, 2016
GENERAL ELECTION: NOVEMBER 8, 2016

TYPE OF REPORT	FILING DEADLINE (BY 11:59 P.M.)	REPORT PERIOD
2016 January Semiannual	January 15, 2016	If filing first report: Beginning of campaign – Dec 31, 2015 or If filed 2015 July Semiannual: July 1, 2015 – Dec 31, 2015
* Candidates raising or spending more than \$500 in 2015 must file campaign finance report showing all contributions received and all expenditures made during the applicable reporting periods. Please see information on back to determine your semiannual filing requirement.		
11-Day Pre-Primary	June 3, 2016	If semiannual report(s) filed, report period is: January 1, 2016 – May 31, 2016 If semiannual report(s) NOT filed, report period is: Beginning of campaign – May 31, 2016
42-Day Post-Primary	July 26, 2016	June 1 – July 19, 2016
42-Day Pre-General	September 27, 2016	July 20 – September 20, 2016
11-Day Pre-General	October 28, 2016	September 21– October 25, 2016
42-Day Post-General	December 20, 2016	October 26 – December 13, 2016

24-HOUR REPORTS

24-HOUR REPORTING PERIODS (13 DAYS BEFORE THE ELECTION)	WHEN TO FILE THE REPORT
Primary: June 1 – June 13, 2016 General: October 26 – November 7, 2016	<u>Within 24 hours</u> , including weekends and holidays, of receiving the contribution, making the expenditure, incurring the obligation, or placing the order.
WHAT TO REPORT:	
Expenditures: Any single expenditure of \$1,000 or more. Orders placed with or obligations made to vendors for goods or services are considered expenditures at the time the obligations are made. Please refer to the Commission's Rules, Chapter 1, Section 7(3) for more information concerning events which constitute making an expenditure and the timing and reporting of these expenditures.	Contributions: Any single contribution aggregating \$1,000 or more. This includes contributions from the candidate, candidate spouse/domestic partner and a single loan of \$1,000 or more. County candidates please note: For the purposes of filing a 24-Hour Report, a contribution for the <u>general</u> election received in the 13-day period <i>before the primary election</i> is not reported in a 24-Hour Report. For example: On June 3, 2016, you receive a \$1,550 contribution - \$775 for the primary and \$775 for the general. The \$775 primary contribution is less than \$1,000 threshold.

Please see filing instructions on back.

**2016 PRE-ELECTION SEMIANNUAL REPORTS
FOR LEGISLATIVE AND COUNTY CANDIDATES IN THE 2016 ELECTIONS**

What events determine when pre-election semiannual reports are required? The campaign's fundraising and spending. If the campaign has raised or spent more than \$500 in 2015, a semiannual report is required.

What determines if both the 2015 July and 2016 January reports are required? The date on which the campaign raises or spends more than the threshold amount (\$500). If more than \$500 has been raised or spent on or before June 30, 2015, both reports are required. If the campaign's fundraising and spending goes over the threshold amount after July 1 and before December 31, 2015, only the 2016 January report is required.

If a campaign does not go over the threshold amount in calendar year 2015, what is the first report filed for the 2016 elections? The 11-Day Pre-Primary Report is the first report filed by the campaign and covers the period from the beginning of the campaign through May 31, 2016.

FILING PROCEDURES

Electronically Filed Campaign Finance Reports. Candidates who receive or expect to receive at least \$1,500 for their campaigns must file reports electronically on the Commission's website. Candidates or treasurers must enter the required information and click "File Report" by 11:59 p.m. on the filing deadline. The deadline for filing a 24-Hour Report is no later than 24 hours after receiving the contribution or making the expenditure (as described on the previous page).

Candidates who lack access to the technology or the technological ability to file reports on the internet may request a waiver by April 15, 2016. The Commission will grant all reasonable requests.

Filing Campaign Finance Reports on Paper. For candidates who are not required to file electronically, each original campaign finance report signed by the candidate or treasurer must be properly filed with the Commission by the filing deadline, except in two circumstances:

- a properly signed report may be faxed to the Commission office at (207) 287-6775 by 11:59 p.m. on the deadline or within 24 hours for 24-Hour Reports, provided that the Commission receives the original report within 5 calendar days; or
- for regularly scheduled reports (semiannual, pre- and post-election reports), a report mailed to the Commission 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.

Commission staff will be available until 5:00 p.m. on filing deadlines to offer assistance to candidates, treasurers and campaign staff.