

2019 MUNICIPAL FILING SCHEDULE—NOVEMBER 5 ELECTION

FOR POLITICAL ACTION COMMITTEES AND BALLOT QUESTION COMMITTEES

TYPE OF REPORT	FILING DEADLINE (11:59 P.M.)	REPORT PERIOD
April Quarterly	April 10, 2019	January 1 — March 31
July Quarterly	July 15, 2019	April 1 — June 30
October Quarterly	October 7, 2019	July 1 — September 30
11-Day Pre-Election	October 25, 2019	October 1 — October 22
42-Day Post-General	December 17, 2019	October 23 — December 10
January Quarterly	January 15, 2020	December 11 — December 31

NEWLY FORMED POLITICAL ACTION COMMITTEES AND BALLOT QUESTION COMMITTEES: All new committees must file an Initial Report at the time of registration. For PACs, the Initial Report covers all activity from the beginning of the year through the date of registration. For BQCs, the Initial Report covers all activity from the beginning of the campaign through the date of registration.

24-HOUR REPORT OF CONTRIBUTIONS AND EXPENDITURES

24-HOUR REPORTING PERIOD	WHAT CONTRIBUTIONS SHOULD BE REPORTED
The reporting period begins 13 days before an election and runs through the day before the election.	Any <u>single</u> contribution of \$5,000 or more received during the reporting period.
WHEN TO FILE	WHAT EXPENDITURES SHOULD BE REPORTED
Within 24 hours, including Saturdays and Sundays, of receiving the contribution or making the expenditure, incurring the obligation, or placing the order. Reports can be filed via the committee's electronic filing website.	Any <u>single</u> expenditure of \$1,000 or more made during the reporting period. Orders placed with or obligations made to vendors for goods or services are considered expenditures at the time the orders or obligations are made. Overhead costs, such as rent, taxes, utilities and some salary payments are not required to be reported.

IMPORTANT INFORMATION

All regular campaign finance reports are due by close of business on the due date. Committee must file reports at the municipal clerk's office during regular business hours. Filers should contact the municipal clerk for the procedure for filing a report by fax or e-mail, if available.

Municipal staff will be available during business hours to offer assistance. Failure to seek out timely assistance regarding the filing of reports will not be considered a mitigating circumstance if a report is filed late.