



2019 FILING SCHEDULE FOR ALL POLITICAL ACTION, BALLOT QUESTION, AND STATE PARTY COMMITTEES

REQUIRED FOR <u>ALL</u> POLITICAL ACTION, BALLOT QUESTION AND STATE PARTY COMMITTEES		
TYPE OF REPORT	FILING DEADLINE (11:59 P.M.)	REPORT PERIOD
April Quarterly	April 10	January 1—March 31
July Quarterly	July 15	April 1—June 30
October Quarterly	October 7	July 1—September 30
January Quarterly	January 15, 2020	October 1—December 31
<p>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.</p>		
IMPORTANT NOTICE ABOUT REFERENDA AND BALLOT QUESTIONS		
<p>If there is a referendum or question on the ballot for the November 5 election, only committees <u>participating</u> in the election will have to file pre- and post-election reports as well as 24-hour reports. Contact the Commission staff if you question whether your organization is participating in an election. Check www.maine.gov/ethics for updated filing schedules.</p>		
11-Day Pre-Election	October 25	October 1—October 22
42-Day Post-Election	December 17	October 23 — December 10
24 Hour Reporting Period		
When to report	Begins 13 days before an election and runs through the day before the election.	
What to report	<p>Any <u>single contribution</u> of \$5,000 or more received during the reporting period.</p> <p>Any <u>single expenditure</u> 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.</p>	
When to file	Within 24 hours, including Saturdays and Sundays, of receiving the contribution or making the expenditure, incurring the obligation, or placing the order. Reports must be filed via the Commission's electronic filing website.	

IMPORTANT INFORMATION

All regular campaign finance reports are due by 11:59 p.m. on the due date. Committee treasurers must enter the required information and click "File Report" by 11:59 p.m. on the filing deadline.

Commission staff will be available until 5:00 p.m. on all filing deadlines to offer assistance to committees. Failure to seek out timely assistance from staff regarding the filing of reports will not be considered a mitigating circumstance if the report is filed late.