

## 2019 FILING SCHEDULE

### For Municipal Candidates in the November Election

#### MUNICIPAL ELECTION: NOVEMBER 5, 2019

REQUIRED REPORT	FILING DEADLINE (BY CLOSE OF BUSINESS)	REPORT PERIOD
11-Day Pre-Election	October 25, 2019	Beginning of campaign – October 22, 2019
42-Day Post-Election	December 17, 2019	October 23, 2019 – December 10, 2019

#### ADDITIONAL REPORTS THAT MAY BE REQUIRED:

Pre-Election Semiannual Reports	Any candidate who raises or spends <u>more than \$500</u> in the calendar year preceding the year of the election or prior to July 1 <sup>st</sup> of the election year must file 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 is 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: 24-HOUR REPORT	WHAT TO REPORT	WHEN TO FILE THE REPORT
October 23, 2019 Through November 4, 2019	<p>Any single <u>contribution</u> of \$1,000 or more. Under Maine Election Law, loans are considered contributions.</p> <p>Any single <u>expenditure</u> of \$1,000 or more.</p> <p>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.</p>	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.