

CAMPAIGN TREASURER REPORTING INFORMATION & FORMS

2011 Reporting Due Dates

General Election

| DUE DATE | REPORT CODE | PERIOD COVERED |
|--------------------|-------------|---------------------------------|
| September 23, 2011 | G1 | 07/01/11 – 09/16/11 |
| October 7, 2011 | G2 | 09/17/11 – 09/30/11 |
| October 21, 2011 | G3 | 10/01/11 – 10/14/11 |
| November 4, 2011 | G4 | 10/15/11 – 11/03/11 |
| February 6, 2012 | TR | 90 Days After General Election* |

NINETY DAY TERMINATION REPORTS* - Each candidate, within 90 days after becoming unopposed, withdrawing his or her candidacy, being eliminated or being elected to office, shall dispose of funds in his campaign account and file a termination report.

DEADLINE FOR FILING - Reports shall be filed no later than 5 p.m. of the day designated. However, any report postmarked by the U.S. Postal Service no later than midnight of the day designated shall be deemed to have been filed in a timely manner. A Certificate of Mailing, obtained from and dated by the U.S. Postal Service at the time of mailing, or a receipt from an established courier service, which bears a date on or before the date on which the report is due, shall be proof of mailing in a timely manner.

WAIVER OF REPORTS - In any reporting period when there has been no activity in the account (no funds expended or received) the filing of the required report is waived. HOWEVER, THE FILING OFFICER MUST BE NOTIFIED IN WRITING ON THE PRESCRIBED REPORTING DATE THAT NO REPORT IS BEING FILED. (Section 106.07(7), F.S.)

PENALTY FOR LATE FILING - Any candidate or political committee failing to file a report on the designated due date shall be subject to a fine of \$50 per day for the first 3 days late and, thereafter, \$500 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report. However, for the reports immediately preceding each primary and general election, the fine shall be \$500 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report.

TREASURER REPORT FORMS

- ❖ DS-DE 12 (State Form) – *Campaign Treasurer’s Report Summary.*
- ❖ DS-DE 13 (State Form) – *Itemized Contributions.*
- ❖ DS-DE 14 (State Form) – *Itemized Expenditures.*
- ❖ DS-DE 87 (State Form) – *Waiver of Report.*
- ❖ DO’S & DON’TS FOR CAMPAIGN TREASURER’S REPORTS (offered by the Brevard County Supervisor of Elections)