

2012 CAMPAIGN FINANCE REPORT FILING DEADLINES

DEADLINES FOR FILING

DESCRIPTION

2011 ANNUAL REPORT

Tuesday, January 31, 2012
4:00 P.M.

Deadline for filing the **ANNUAL** Campaign Finance Report.
(Does **not** need to be filed if a Post-General 2011 was filed)
Report to include contributions and expenditures thru December 31, 2011.

MARCH PRIMARY

ELECTION DAY, TUESDAY, MARCH 6, 2012 (PRIMARY)

Thursday, February 23, 2012
4:00 P.M.

Deadline for filing **Pre-Primary** finance report (close end of business day, Wednesday, February 15th, the 20th day before the election), due 12 days before the election.

Friday, April 13, 2012
4:00 P.M.

Deadline for filing **Post-Primary** finance report (from close of Pre-election report to the 7th day before the report is due, April 6, 2012) due 38 days after the election.

SEMI-ANNUAL REPORT

MID-YEAR REPORT

Friday, July 31, 2012
4:00 P.M.

Deadline for the **Mid-Year** finance report for all entities **except** for those who file Post-Primary reports and judicial candidates. When a Post-Primary was not filed (non-election year), the campaign committee of a state-wide candidate or candidate for county office must file. The Semi-Annual report of any other candidate committee is due only if the campaign committee has total contributions in excess of \$10,000 since last report filed. PAC's, PCE's and Ballot Issue committees are required to file a semi-annual unless a report was filed after the immediately preceding primary election. Close books end of business day, Saturday, June 30th.

AUGUST SPECIAL

ELECTION DAY, TUESDAY, AUGUST 7, 2012

Thursday, July 26, 2012
4:00 P.M.

Deadline for filing **Pre-Special** finance report, (close end of business day, Wednesday, July 18th, the 20th day before the election), due 12 days before the election.

Friday, September 14, 2012
4:00 P.M.

Deadline for filing **Post-Special** finance report (from close of Pre-election report to the 7th day before the report is due Saturday, September 7, 2012) due 38 days after the election.

NOVEMBER GENERAL

ELECTION DAY, TUESDAY, NOVEMBER 6, 2012

***Thursday, October 25, 2012**
4:00 P.M.

Deadline for filing **Pre-General** finance report, (close end of Business day, Wednesday, October 17th, the 20th day before the election) due 12 days before the election.

Friday, December 14, 2012
4:00 P.M.

Deadline for filing **Post-General** finance report (from close of Pre-election report to the 7th day before the report is due, December 7, 2012), due 38 days after the election.

*Candidates who win nomination in the March Primary and who will be candidates in the November General Election need not file both a Post-Primary and a Pre-General 2012 report; instead they will file a combined Post-Primary/Pre-General report due Thursday, October 25, 2012. Candidates unsuccessful in the Primary Election with an open committee are required to file a 2012 Annual report.

ANNUAL 2012 FINANCE REPORT The 2012 **Annual** finance report is due by 4:00 P.M., Thursday, January 31, 2013.

NOTE: Please call the Board of Elections and ask for the Campaign Finance office if you have any questions concerning this Material, please call Andy Wright 330-643-5335 or Gary Lee 330-643-5321. Thank you.

Top Ten Important Helpful Hints when Preparing a Campaign Finance Report

1. File a Designation of Treasurer (Form 30-D), before receiving contributions or spending campaign funds or the candidates own funds.
2. Check your math - no rounding – to the penny.
3. If this is not your first report, start where you left off your last report. (Line 6 of your previous report is now line 1 of your current report.
4. **Do not** use pencil.
5. **Do not** include copies of contribution checks or copies of cash with your report. Keep them for your records only.
6. For every expense over \$25.00, **you must include** a copy of a cancelled check, a bank statement for all electronic transactions or a PAID (zero balance) receipt. Please **do not** include copies of invoices that show a balance due.
7. Use the proper forms for your transactions. All forms and instructions can be downloaded from the Secretary of State's website. Be sure to fill out all items on the report pages.
8. If you take any contributions, **you must** open up a separate checking account. You cannot mix campaign funds with personal funds. The committee will be automatically referred to the Ohio Elections Commission if funds are co-mingled.
9. The committee **cannot accept** more than \$100.00 in cash. This is currency and coins.
10. All reports **must be received, not postmarked**, by 4:00 on their due date. **Do not** fax or e-mail. Please refer to the above dates. If a report is received late, it is an automatic referral to the Ohio Elections Commission.

Who will file Ethics Disclosure forms in 2012?

1. All elected state, county, city officials and judges by February 5, 2012. File at appropriate office (on form).
2. All candidates for state, county, city offices, judges and all candidates for Akron school board need to file 30 days prior to appearing on the ballot. File at appropriate office (on form).

Selected phone #'s and websites:

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| 1. Summit County BOE | 330-643-5200 | www.summitcountyboe.com |
| 2. Secretary of State | 1-614-466-3111 | www.sos.state.oh.us |
| 3. Ohio Elections Commission | 1-614-466-3205 | |
| 4. Ohio Ethics Commission | 1-614-466-7090 | www.ethics.state.oh.us |