

SUMMIT COUNTY BOARD OF ELECTIONS
2018 CAMPAIGN FINANCE REPORT FILING DEADLINES

DEADLINES FOR FILING

DESCRIPTION

2017 ANNUAL REPORT

Wednesday, January 31, 2018
4:00 P.M.

Deadline for filing the **ANNUAL** campaign finance report. Disclose activity through Sunday, December 31, 2017.

2018 MAY PRIMARY

Thursday, April 26, 2018
4:00 P.M.

Election Day, Tuesday, May 8, 2018

Deadline for filing **Pre-Primary** campaign finance report. Disclose activity through Wednesday, April 18, 2018.

Friday, June 15, 2018
4:00 P.M.

Deadline for filing **Post-Primary** campaign finance report. Disclose activity through Friday, June 8, 2018.

2018 SEMI-ANNUAL REPORT

Tuesday, July 31, 2018
4:00 P.M.

Deadline for filing the **Semiannual** campaign finance report. Disclose activity through Saturday, June 30, 2018.

2018 AUGUST SPECIAL

Thursday, July 26, 2018
4:00 P.M.

Election Day, Tuesday, August 7, 2018

Deadline for filing **Pre-Special** campaign finance report. Disclose activity through Wednesday, July 18, 2018.

Friday, September 14, 2018
4:00 P.M.

Deadline for filing **Post-Special** campaign finance report. Disclose activity through Friday, September 7, 2018.

2018 NOVEMBER GENERAL

Thursday, October 25, 2018
4:00 P.M.

Election Day, Tuesday, November 6, 2018

Deadline for filing **Pre-General** campaign finance report. Disclose activity through Wednesday, October 17, 2018.

Friday, December 14, 2018
4:00 P.M.

Deadline for filing **Post-General** campaign finance report. Disclose activity through Friday, December 7, 2018.

2018 ANNUAL REPORT

Thursday, January 31, 2019
4:00 P.M.

Deadline for filing the **ANNUAL** campaign finance report. An annual report must be filed by a campaign committee that was not required to file a post-general election report. Disclose activity through Monday, December 31, 2018.

NOTE: Please call the Board of Elections and ask for the Campaign Finance office if you have any questions concerning this material, please call Vince Ciraldo 330-643-5335 or Josh Cavileer 330-643-5321.

Top Ten Important Helpful Hints when Preparing a Campaign Finance Report

1. File a Designation of Treasurer (Form 30-D), before receiving contributions (see #8 below) 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 on 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.

Selected phone #'s and websites:

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| 1. Summit County BOE | (330) 643-5200 | www.summitcountyboe.com |
| 2. Secretary of State | (614) 466-3111 | www.sos.state.oh.us |
| 3. Ohio Elections Commission | (614) 466-3205 | www.elc.ohio.gov |
| 4. Ohio Ethics Commission | (614) 466-7090 | www.ethics.ohio.gov |
| 5. Ohio Supreme Court | (614) 387-9000 | www.supremecourt.ohio.gov |