

**Palm Beach County Municipal Clerks Association  
Election Training Session**

Thursday, May 28, 2015 2:00 – 4:00 p.m.  
David B. Farber Training Center  
1050 B Royal Palm Beach Boulevard, Royal Palm Beach, FL 33411

**“How To Set Up A Campaign Treasurer’s Reporting Calendar”**



# Do you know ?

## 106.07 Reports; certification and filing.—

Subsection (e) governs “The filing officer shall provide each candidate with a schedule designating the beginning and end of reporting periods as well as the corresponding designated due dates.”

Therefore, we need to know how  
to set up the calendar for  
campaign reporting!!

**REPORT TYPES:**

**It is not necessary to have the year before the reporting type, this is only used for candidates filing reports with the Division of Elections that are required to file by means of the Electronic Filing System.**

Information obtained from the Division of Elections' website,  
 2015 Campaign Finance Reporting Calendars:  
[Candidates, Political Committees, and Electioneering Communications Organizations](#)

**2015 Calendar of Reporting Dates**

Candidates, Political Committees and Electioneering Communications Organizations registered with the Division of Elections

<u>Cover Period</u>	<u>Report Code</u>	<u>Due Date</u>
12/01/14 – 12/31/14	2014 M12	01/12/15
01/01/15 – 01/31/15	2015 M1	02/10/15
02/01/15 – 02/28/15	2015 M2	03/10/15
03/01/15 – 03/31/15	2015 M3	04/10/15
04/01/15 – 04/30/15	2015 M4	05/11/15
05/01/15 – 05/31/15	2015 M5	06/10/15
06/01/15 – 06/ 30/15	2015 M6	07/10/15
01/01/2014 – 12/31/14	2015 MUC*	06/30/15
07/01/15 – 07/31/15	2015 M7	08/10/15
08/01/15 – 08/31/15	2015 M8	09/10/15
09/01/15 – 09/30/15	2015 M9	10/13/15
10/01/15 – 10/31/15	2015 M10	11/10/15
11/01/15 – 11/ 30/15	2015 M11	12/10/15
12/01/15 – 12/31/15	2015 M12	1/11/16

\* If not reported as individual contributions when received, a political committee must report contributions that comprise multiple uniform contributions from the same person aggregating no more than \$250 per calendar year, collected by an organization that is the affiliated sponsor of the political committee. The report must list the name, address, and occupation of the person, however, the occupation need not be listed if the aggregate contribution from the

## **REPORT TYPES continued:**

The monthly report type begins with **M** (signifying it is a monthly report), followed by the number of the month. Example: M1 is for reporting the month of January; M2 is for reporting the month of February; and so on.

**The F1, F2 and F3** (signifying it is a first primary report) reports are submitted before the first primary. 60th day immediately preceding the primary election, and biweekly on each Friday thereafter, until the G report types are due.

**G1, G2, and G3** (signifying it is a general election report) reports are just before the general election. The 4th day immediately preceding the general election, with additional reports due on the 25th and 11th days before the primary election and the general election.

**TR** indicates a termination report (signifying it is the final/last report), which must be filed at the end of a campaign.

**PLEASE NOTE:** Special election reports should be indicated with the same codes as above, except an "S" should be added in front of the code (example: SG3).

## REPORT TYPES CONTINUED:

If you **do not** have a Primary Election, you will have **3** report types:

M for Monthly  
G for General  
TR for Termination

Besides formulating monthly reporting dates, there are only 4 additional reporting dates to formulate. 3 G's and the TR!

If you have a Primary Election, you will have **4** report types:

M for Monthly  
F for First Primary  
G for General  
TR for Termination

Besides formulating monthly reporting dates, there are only 7 additional reporting dates to formulate. 3 F's, 3 G's and the TR!

***How easy is that!!***

## WHEN REPORTS ARE DUE

### **106.07 Reports; certification and filing.—**

**Monthly Reporting:** (1) Each campaign treasurer designated by a candidate or political committee pursuant to s.[106.021](#) shall file regular reports of all contributions received, and all expenditures made, by or on behalf of such candidate or political committee. *Except as provided in paragraphs (a) and (b),* reports shall be filed on the **10th day following the end of each calendar month** from the time the campaign treasurer is appointed, except that, if the 10th day following the end of a calendar month occurs on a Saturday, Sunday, or legal holiday, the report shall be filed on the next following day that is not a Saturday, Sunday, or legal holiday.

## WHEN REPORTS ARE DUE - CONTINUED

### 106.07 Reports; certification and filing.—

#### Types “F” and “G” Reports:

(b) Any other candidate [this applies to municipal candidates] or a political committee required to file reports with a filing officer other than the division must file reports on the *60th day immediately preceding the primary election, and biweekly on each Friday thereafter through and including*

*the 4th day immediately preceding the general election, with additional reports due on the 25th and 11th days before the primary election and the general election.*

“F” reporting is only for those municipalities having a **primary** election

“G” reporting is for the general election.  
Also see DOE opinion on next slide.

(Division of Elections)

## **WHEN REPORTS ARE DUE - CONTINUED**

### **Municipal Campaign Finance Reporting Dates**

#### **Chapter 2013-37, Laws of Florida (HB 569)**

The new law, **effective November 1, 2013**, amends sections 106.07 and 106.0703, Florida Statutes, to provide that any candidate, political committee or ECO not filing with the Division must file monthly reports, as well as “reports on the 60th day immediately preceding the primary election, and biweekly on each Friday thereafter through and including the 4th day immediately preceding the general election, with additional reports due on the 25th and 11th days before the primary and the general election.”

Consistent with Division of Elections Formal **Opinion 98-03, for municipal elections in which no municipal primary is held, the only applicable reporting dates other than monthly reports** are those reports due on the **25th, 11th, and 4th** days preceding the municipal general election.



**TIME REPORTS ARE DUE**

**106.07 Reports; certification and filing. —**

**What time are reports due?**

(2)(a)1. .... Except as provided in s. 106.0705, reports shall be filed **not later than 5 p.m. of the day designated;** .....

## REPORTING PERIOD ENDING DATES

### 106.07 Reports; certification and filing.—

**For Monthly Reports** - (1) .... Monthly reports shall include all contributions received and expenditures made during the calendar month; and

**For “F” and “G” Reports** - (2)(a)1. .... of the day designated; ..... Reports ..... must contain information on all previously unreported contributions received and expenditures made as of the preceding Friday,

**EXCEPT** that the report filed on the Friday immediately preceding the election must contain information on all previously unreported contributions received and expenditures made as of the day preceding that designated due date; .....

## CONTRIBUTION DEADLINE

### **106.08 Contributions; limitations on.—**

(3)(a) Any contribution received by a candidate with opposition in an election or by the campaign treasurer or a deputy campaign treasurer of such a candidate on the day of that election or less than 5 days before the day of that election must be returned by him or her to the person or committee contributing it and may not be used or expended by or on behalf of the candidate.

OR

(3)(b) Any contribution received by a candidate or by the campaign treasurer or a deputy campaign treasurer of a candidate **after the date** at which the candidate withdraws his or her candidacy, or after the date the candidate is defeated, becomes unopposed, .... must be returned to the person or committee contributing it and may not be used or expended by or on behalf of the candidate.

This portion relates to  
primary elections,  
not general elections.

## **EXPENDITURE DEADLINE**

### **106.07 Reports; certification and filing.—**

(2)(a)1. All reports required of a candidate by this section shall be filed with the officer before whom the candidate is required by law to qualify. .... Except as provided in s. 106.0705, reports shall be filed not later than 5 p.m. of the day designated; ..... Reports other than daily reports must contain information on all previously unreported contributions received and expenditures made as of the preceding Friday, except that the report filed on the Friday immediately preceding the election must contain information on all previously unreported contributions received and expenditures made as of the day preceding that designated due date;

## **TERMINATION DEADLINE**

### **106.07 Reports; certification and filing.—**

(1)(c) Following the last day of qualifying for office, any unopposed candidate need only file a report within 90 days after the date such candidate became unopposed. Such report shall contain all previously unreported contributions and expenditures as required by this section and shall reflect disposition of funds as required by s. [106.141](#).

OR

### **106.141 Disposition of surplus funds by candidates.—**

(1) Each candidate who withdraws his or her candidacy, becomes an unopposed candidate, or is eliminated as a candidate or elected to office shall, within 90 days, dispose of the funds on deposit in his or her campaign account and file a report reflecting the disposition of all remaining funds. Such candidate shall not accept any contributions, nor shall any person accept contributions on behalf of such candidate, after the candidate withdraws his or her candidacy, becomes unopposed, or is eliminated or elected.

## Guide to Formulating Reporting Dates **“WITHOUT”** a Primary Election

Report Due by 5:00 p.m. on the date designated:	Report Type:	Period Covered:
<b>Monthly</b> on the 10 <sup>th</sup> of the month, unless it should fall on a weekend or holiday	(Year) M and number of month (Ex. 2015 M01, for a January 2015 monthly report)	1 <sup>st</sup> day of the month to the last day of the month
<b>25<sup>th</sup>, 11<sup>th</sup>, and 4<sup>th</sup></b> days prior to your election	(Year) G1, G2, and G3, respectively	From the date after the previous report to the Friday preceding the due date, <i>except</i> for the report filed on the Friday immediately preceding the election (G3) the cut-off is the day preceding that designated due date
Contribution Deadline		5 days before the day of the election OR the day after they are no longer involved in the election
<b>90 day</b> termination (final) report (Expenditure Deadline)	(Year) TR	90 days after the candidate is no longer involved in the election process (the preceding Friday)

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## Guide to Formulating Reporting Dates **“WITH”** a Primary Election

Report Due by 5:00 p.m. on the date designated:	Report Type:	Period Covered:
Monthly on the 10 <sup>th</sup> of the month, unless it should fall on a weekend or holiday	(Year) M and number of month (Ex. 2015 M01, for a January 2015 monthly report)	1 <sup>st</sup> day of the month to the last day of the month
60th day immediately preceding the primary election, and biweekly on each Friday thereafter, until the G reports are due	(Year) F1, F2 and F3	From the date after the previous report to the Friday preceding the due date
25 <sup>th</sup> , 11 <sup>th</sup> , and 4 <sup>th</sup> days prior to your election	(Year) G1, G2, and G3, respectively	From the date after the previous report to the Friday preceding the due date, <u>except</u> for the report filed on the Friday immediately preceding the election (G3) the cut-off is the day preceding that designated due date
Contribution Deadline		5 days before the day of the election OR the day after they are no longer involved in the election
90 day termination (final) report (Expenditure Deadline)	(Year) TR	90 days after the candidate is no longer involved in the election process (the preceding Friday)

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## Run-off Reporting

Should your municipality have a run-off election, additional reporting dates need to be calculated and included in your reporting calendar.







## THE MAGICAL AND HELPFUL TOOL!

Go to <http://www.timeanddate.com/date/dateadd.html>

Click on the "Calculator" tab



### Date calculator: Add to or subtract from a date

This service enables you to add or subtract days, months and years to a date to calculate a past or future date. [Design changes: What is new and why?](#)

Start Date

Month:  / Day:  / Year:  Date:

Today

Include a time

Add/subtract:  Years:  Months:  Weeks:  Days:

Include only certain weekdays

Then click on the "Date Calc" tab

#### Help and example use

- Some typical uses for the Date Calculators

#### Date Calculators

- Duration between two dates – Calculates number of days
- Time and Date Duration – Calculate between exact times (not just dates)
- Birthday Calculator – Find when you are 1 billion seconds old
- Weekday Calculator – What Day is this Date? – Find the weekday for any date

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The screenshot shows the 'timear' website's 'Date Calculator' interface. The page title is 'Date calculator: Add to or subtract'. Below the title, there's a description: 'This service enables you to add or subtract days, months and years to a date to calculate a future date. Design changes: What is new and why?'. The main form is titled 'Start Date' and includes fields for 'Month: mm', 'Day: dd', 'Year: yyyy', and a 'Date:' calendar icon. Below these is a 'Today' link and an 'Include a time' dropdown. To the right of the date fields is an 'Add/subtract:' dropdown menu currently set to '(+) Add'. Further right are four input boxes for 'Years:', 'Months:', 'Weeks:', and 'Days:'. At the bottom of the form is a green 'Calculate new date' button. Below the form, there is a 'Help and example use' section with a link to 'Some typical uses for the Date Calculators', and a 'Date Calculators' section with a list of calculator types: 'Duration between two dates', 'Time and Date Duration', 'Birthday Calculator', and 'Weekday Calculator'. Four callout boxes are overlaid on the image: a purple one pointing to the date input fields, a blue one pointing to the 'Add/subtract:' dropdown, an orange one pointing to the 'Years: Months: Weeks: Days:' input boxes, and a green one pointing to the 'Calculate new date' button.

**1. Key-in or select your starting date**

**2. Select "add" or "subtract"**

**3. Enter the number to be factored (years, months, weeks, or days)**

**4. Press enter on your keyboard or click on "Calculate new date"**

Help and example use

- Some typical uses for the Date Calculators

Date Calculators

- Duration between two dates – Calculates number of days
- Time and Date Duration – Calculate between exact times (not just dates)
- Birthday Calculator – Find when you are 1 billion seconds old
- Weekday Calculator – What Day is this Date? – Find the weekday for any date

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# Q & A

