



## City of Punta Gorda, Florida

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### MEMORANDUM

**TO:** Campaign Treasurers  
**FROM:** Karen Smith, City Clerk  
**DATE:** March 2018  
**SUBJECT:** Pertinent Dates for Campaign Finance Reporting

This list of pertinent dates is being provided as a tool to assist campaign treasurers in tracking certain deadlines for the November 6, 2018 City Election.

**Primary Municipal Election: Tuesday, August 28, 2018**  
**General Municipal Election: Tuesday, November 6, 2018**

**First Day for Candidates to Qualify: June 18, 2018 - 12 Noon**  
**Last Day for Candidates to Qualify: June 22, 2018 - 12 Noon**

#### Filing Campaign Treasurer's Reports

*Section 106.07(1), F.S.* – Each campaign treasurer designated by a candidate shall file regular reports on the 10<sup>th</sup> day following the end of each calendar month from the time the Campaign Treasurer is appointed. Links to fill-in forms for the mostly commonly filed reports are below:

Campaign Treasurer's Report Summary:  
<http://dos.myflorida.com/media/693241/dsde12.pdf>

Campaign Treasurer's Report – Itemized Contributions:  
<http://dos.myflorida.com/media/693243/dsde13.pdf>

Campaign Treasurer's Report – Itemized Expenditures:  
<http://dos.myflorida.com/media/693244/dsde14.pdf>

*Section 106.07(1)(b), F.S.* – Each candidate or political committee who is required to file reports with a county or municipal filing officer 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 day before the primary election and general election.

*Section 106.07(7), F.S.* – In any reporting period when there has been no activity in the account (no funds expended or received) the filing of the required report may be waived by notifying the filing officer in writing using Form DS-DE 87, <http://dos.myflorida.com/media/693282/dsde87.pdf>, by the due date prescribed, that no report is being filed. The next report filed must specify that it covers the entire period between the last submitted report and the report being filed.

## **Campaign Finance Report Schedule**

**M = Monthly – P = Primary – G = General – TR = Termination**

| <u>Due Date</u> | <u>Report Code</u> | <u>Period Covered</u>   |
|-----------------|--------------------|-------------------------|
| 04/10/2018      | 2018 M3            | 03/01/2018 – 03/31/2018 |
| 05/10/2018      | 2018 M4            | 04/01/2018 – 04/30/2018 |
| 06/11/2018      | 2018 M5            | 05/01/2018 – 05/31/2018 |
| 06/29/2018      | 2018 P1            | 06/01/2018 – 06/22/2018 |
| 07/13/2018      | 2018 P2            | 06/23/2018 – 07/06/2018 |
| 07/27/2018      | 2018 P3            | 07/07/2018 – 07/20/2018 |
| 08/03/2018      | 2018 P4            | 07/21/2018 – 07/27/2018 |
| 08/10/2018      | 2018 P5            | 07/28/2018 – 08/03/2018 |
| 08/17/2018      | 2018 P6            | 08/04/2018 – 08/10/2018 |
| 08/24/2018      | 2018 P7            | 08/11/2018 – 08/23/2018 |
| 09/07/2018      | 2018 G1            | 08/24/2018 – 08/31/2018 |
| 09/21/2018      | 2018 G2            | 09/01/2018 – 09/14/2018 |
| 10/05/2018      | 2018 G3            | 09/15/2018 – 09/28/2018 |
| 10/12/2018      | 2018 G4            | 09/29/2018 – 10/05/2018 |
| 10/19/2018      | 2018 G5            | 10/06/2018 – 10/12/2018 |
| 10/26/2018      | 2018 G6            | 10/13/2018 – 10/19/2018 |
| 11/02/2018      | 2018 G7            | 10/20/2018 – 11/01/2018 |

### **Deadline for Filing**

*Section 106.07(2)(a)1. F.S.* – Report shall be filed no later than 5:00 p.m. on 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.

### **Penalty for Late Filing**

*Sections 106.07(8)(a) and 106.07(8)(b) F.S.* – a reporting individual who fails to file a report on the designated due date is subject to a fine, and such fine shall be paid only from personal funds of the reporting individual. The fine shall be \$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.

### **Last Day to Accept Contributions**

Primary Municipal Election: Thursday, August 23, 2018 at midnight  
General Municipal Election: Thursday, November 1, 2018 at midnight

## **90-Day Termination Reports**

*Section 106.141, F.S.* – 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/her campaign account and file a report reflecting the disposition of all remaining funds.

| Due Date           | Report Code | Period Covered        |
|--------------------|-------------|-----------------------|
| September 20, 2018 | TR          | After June Qualifying |
| November 26, 2018  | TR          | Primary Election      |
| February 4, 2019   | TR          | General Election      |

## **Filing Officer**

All campaign finance reports for candidates for the City of Punta Gorda shall be filed with the City Clerk, City Hall, 326 West Marion Avenue, Punta Gorda, Florida, 33950. Questions should be directed to the City Clerk at [pgclerk@CityofPuntaGordaFL.com](mailto:pgclerk@CityofPuntaGordaFL.com) or 575-3305.

## **Other Resources**

Florida Division of Elections Candidate & Campaign Treasurer Handbook:

<http://dos.myflorida.com/media/699202/candidate-and-campaign-treasurer-handbook-2018.pdf>

Florida Department of State Division of Elections, Florida Election Code:

<http://dos.myflorida.com/media/698124/election-code.pdf>