



## 2019 Campaign Treasurer Report Due Dates

The City of Rockledge Qualifying Period begins at noon on August 13, 2019, and ends at noon on August 23, 2019

### GENERAL ELECTION – NOVEMBER 5, 2019

Report Code	Period Covered	Due Date
2019 G1	August 1 – August 31	September 6, 2019
2019 G2	September 1 – September 13	September 20, 2019
2019 G3	September 14 – September 27	October 4, 2019
2019 G4	September 28 – October 4	October 11, 2019
2019 G5	October 5 – October 11	October 18, 2019
2019 G6	October 12 – October 18	October 25, 2019
2019 G7	October 19 – October 31	November 1, 2019
2019 TR	11/01/19 to the date Report is submitted	February 3, 2020 <b>NOTE:</b> if there is no opposition at the end of the Qualifying Period, the Report Due Date is November 25, 2019
<b>NO CONTRIBUTIONS CAN BE ACCEPTED AFTER MIDNIGHT ON OCTOBER 31, 2019</b>		

**G = General / TR = Termination**

- **Note:** Within 90 days after becoming unopposed, withdrawn, or elected to office, each candidate shall dispose of funds in the campaign account and file a Termination Report. The due date for the report is dependent upon the date the Candidate becomes unopposed, withdraws, or is elected to office. If the candidate is unopposed at the end of qualifying, the report would be due November 25, 2019 (90<sup>th</sup> day falls on federal holiday). For candidates whose names appear on the General Election ballot and they have not withdrawn their candidacy, their reports would be due February 3, 2020.

## General information about filing reports

**Deadline for filing** – Reports shall be filed no later than 5 p.m. on the day designated. However, per 106.07(2)(a)1 F.S., “any report received by the filing officer within five days after the designated due date that was delivered by the United States Postal Service is deemed timely filed unless it has a postmark that indicates that the report was mailed after the designated due date. A certificate of mailing obtained from and dated by the United States Postal Service at the time of mailing, or a receipt from an established courier company, which bears a date on or before the date on which the report is due, suffices as proof of mailing in a timely manner.”

**Where to file** – All reports required of a candidate shall be filed with the officer before whom the candidate is required by law to qualify. For Municipal Elections that is the City Clerk.

**Waiver of Reports** – In any reporting period where 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.) Please use form DS-DE 87 (Waiver of Report) and ensure it is turned in no later than 5 p.m. on the day designated. A Waiver of Report cannot be used for the 90-day Termination Report.

**Penalty for late filing\*** – Any candidate failing to file a report on the designated due date shall be subject to a fine of \$50.00 per day for the first 3 days late and, thereafter, \$500.00 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 reports immediately preceding the general election (Report G7) the fine shall be \$500.00 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*
  - ✧ [DOs & DON'Ts FOR CAMPAIGN TREASURER’S REPORTS](#) (offered by the Brevard County Supervisor of Elections)
- **\*Note:** The City Clerk cannot waive any fine or penalty.