



2021 Campaign Treasurer Report Due Dates

FSS §106.07

The City of Rockledge Qualifying Period begins at noon on August 3, 2021, and ends at noon on August 13, 2021

GENERAL ELECTION – NOVEMBER 2, 2021

| Report Code | Period Covered | Due Date |
|--|--|--|
| PRE-QUALIFYING PERIOD | | |
| 2021 M1 | 11/01/20 – 11/30/20 | December 10, 2020 |
| 2021 M2 | 12/01/20 – 12/31/20 | January 11, 2021 |
| 2021 M3 | 01/01/21 – 01/31/21 | February 10, 2021 |
| 2021 M4 | 02/01/21 – 02/28/21 | March 10, 2021 |
| 2021 M5 | 03/01/21 – 03/31/21 | April 12, 2021 |
| 2021 M6 | 04/01/21 – 04/30/21 | May 10, 2021 |
| 2021 M7 | 05/01/21 – 05/31/21 | June 10, 2021 |
| 2021 M8 | 06/01/21 – 06/30/21 | July 12, 2021 |
| 2021 M9 | 07/01/21 – 07/31/21 | August 10, 2021 |
| DURING AND AFTER QUALIFYING PERIOD | | |
| 2021 G1 | 08/01/21 – 08/27/21 | September 3, 2021 |
| 2021 G2 | 08/30/21 – 09/10/21 | September 17, 2021 |
| 2021 G3 | 09/11/21 – 09/24/21 | October 1, 2021 |
| 2021 G4 | 09/25/21 – 10/01/21 | October 8, 2021 |
| 2021 G5 | 10/02/21 – 10/08/21 | October 15, 2021 |
| 2021 G6 | 10/09/21 – 10/15/21 | October 22, 2021 |
| 2021 G7 | 10/16/21 – 10/28/21 | October 29, 2021 |
| 2021 TR | 10/29/21 to the date Report is submitted | January 31, 2022 NOTE: if there is no opposition at the end of Qualifying, Report Due Date is November 12, 2021. |
| NO CONTRIBUTIONS CAN BE ACCEPTED AFTER MIDNIGHT ON OCTOBER 28, 2021 | | |

M = Monthly / 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- **Note:** Within 90 days after becoming unopposed, withdrawn, or elected to office, each candidate shall dispose of funds in the campaign account and file a Termination Report.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 12, 2021. For candidates whose names appear on the General Election ballot and they have not withdrawn their candidacy, their reports would be due January 31, 2022.

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.