

SUMMIT COUNTY BOARD OF ELECTIONS

2020 CAMPAIGN FINANCE REPORT FILING DEADLINES

DEADLINES FOR FILING

2019 ANNUAL REPORT

Friday, January 31, 2020
4:00 P.M.

2020 MARCH PRIMARY

Thursday, March 5th, 2020
4:00 P.M.

Friday, April 24th, 2020
4:00 P.M.

2020 SEMIANNUAL REPORT

Friday, July 31, 2020
4:00 P.M.

2020 AUGUST SPECIAL

Thursday, July 23, 2020
4:00 P.M.

Friday, September 11, 2020
4:00 P.M.

2020 NOVEMBER GENERAL

Thursday, October 22, 2020
4:00 P.M.

Friday, December 11, 2020
4:00 P.M.

2020 ANNUAL REPORT

Friday, January 29th, 2021
4:00 P.M.

DESCRIPTION

Deadline for filing the **ANNUAL** campaign finance report. Disclose activity through Tuesday, December 31, 2019.

Election Day, Tuesday, March 17, 2020

Deadline for filing **Pre-Primary** campaign finance report. Disclose activity through Wednesday, February 26, 2020.

Deadline for filing **Post-Primary** campaign finance report. Disclose activity through Friday, April 17th, 2020.

Deadline for filing the **Semiannual** campaign finance report. Disclose activity through Tuesday, June 30, 2020.

Election Day, Tuesday, August 4, 2020

Deadline for filing **Pre-Special** campaign finance report. Disclose activity through Wednesday, July 15, 2020.

Deadline for filing **Post-Special** campaign finance report. Disclose activity through Friday, September 4, 2020.

Election Day, Tuesday, November 3, 2020

Deadline for filing **Pre-General** campaign finance report. Disclose activity through Wednesday, October 14, 2020.

Deadline for filing **Post-General** campaign finance report. Disclose activity through Friday, December 4, 2020.

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 Thursday, December 31, 2020.

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 |