

Special Elections; In the event of a special election held separate from the Primary or regular Election, there will be additional reporting required and you will need to contact the Department of State- Bureau of Commissions, Election's and Legislation in Harrisburg, regarding the reporting requirements and filing deadlines.

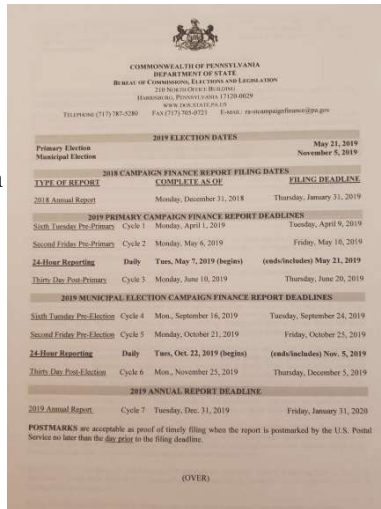
Late Fees and Penalties: In accordance with the Campaign Finance Reporting Law, those who file required reports after the filing deadline are assessed a late fee of \$20 per day for the first six days that the report is late and \$10 per day thereafter, up to a \$250 maximum.

You can obtain an "Election Calendar"

with a chronological list of the campaign finance reporting deadlines for the coming year from the Department Of State website: www.dos.state.pa.us after the first of the year.

Note: All dates are subject to change without notice in the event of passage of any amendatory legislation.

For more information on PA's Campaign Finance Reporting Law call 717-787-5280 or email: ra-stcampaignfinance@pa.gov.



We hope you find this brochure is helpful in understanding the bare basics about Campaign Finance Reporting.

We want to remind you this was only intended to only cover the basics and is too small to be comprehensive. Therefore we encourage you review the following additional resources if you have any questions or need to better understanding of the definitions and intent of the law:

- the Voter Registration office at your local courthouse for more detailed information.
- A booklet published by Governor Wolf titled, "Campaign Finance Law" may be available in several Places like the Voter Registration Office , Offices of Elected Officials and the public library.
- The Department of State website; www.dos.state.pa.us/

Sources; www.dos.stste.pa.us and some PA Campaign Finance Reporting forms .



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Who should report?

PAC Committees, Candidates PAC Committees, and PAC Committees for Political Parties all must file either Campaign Finance Reports or campaign Finance Statements on a designated schedule.

When should PAC Reports or Statements be filed?

In Pennsylvania, It is a minimum of 7 reports or statements per year:

Cycle 1: Sixth Tuesday Pre-Primary ; This reporting period end 50 days pre primary and is due on the Sixth Tuesday pre-primary election. If the Primary is May 21, 2019 this reporting period would be 1/1/19 through 4/1/19, and the deadline to file would be 4/9/19.

Cycle 2: Second Friday Pre Primary; The period on this report will begins directly after the complete by date of the prior report until 15 days prior to the primary and is due 4 days later. In this example the period for this report would be 4/2/19 through 5/6/19. and the deadline is 5/10/19 .

24 Hour Reporting; You may be required daily if either the aggregate receipts or independent expenditures between the last reporting period and the Primary Election date total \$500. The reporting must be done within 24 hours after reaching that total. In this example you may need to file daily from 5/7/19 through Primary election of 5/21/19.

Cycle 3: Thirty Day Post Primary; The period on this report will begins directly after the complete by date of the prior report until 20 days post primary and is due 10 days later. In this example the period for this report if you had no 24 hour reporting would be 5/7/19 through 6/10/19. and the deadline to file would be 6/20/19 .

Cycle 4: Sixth Tuesday Pre Election; This report typically ends 50 days pre election and is due on the Sixth Tuesday pre-election. If the Election is Nov 5, 2019 this reporting period would be 6/11/19 through 9/16/19, and the deadline to file would be 9/24/19.

Cycle 5: Second Friday Pre-Election; the period on this report will begins directly after the complete by date of the prior report until 15 days pre election and is due on the second Friday Pre Election. In this example the period for this report would be 9/17/19 through 10/21/19. and the deadline to file would be 10/25/19 .

24 Hour Reporting; may be required daily if either the aggregate receipts or independent expenditures between the last reporting period and the Primary Election date total \$500. The reporting must be done within 24 hours after reaching that total. In this example you may need to file daily from 10/22/19 through Election Day of 11/5/19.

Cycle 6: Thirty Day Post Election; the period on this report will begins directly after the complete by date of the prior report until 20 days post election and is due 30 days post election. In this example the period for this report if you would be 10/22/19 through 11/25/19. and the deadline to file would be 12/5/19.

Cycle 7: Annual Report; This report includes the entire year, in this example 1/1/19-12/31/19. the deadline is Jan 31st of the following year.

Which form do we file?

A Campaign Finance Statement which is a single page form may be filed if your aggregate amount of receipts, expenditures and/or liabilities incurred each did not exceed \$250.00. Our understanding is this statement is done for any

amount from \$0.00 to \$250.00. This report must be notarized and postmarked 1 day prior to the deadline to be accepted as timely. We recommend taking the notarized form to the Voter Registration office and having it date and time stamped, making copies for them and your records before going to the post office to mail the report.

A Campaign Finance Report has 18 pages and you utilize only those applicable to your finances, making copies of pages if necessary to include all the information required to complete the report. This report must be notarized and postmarked 1 day prior to the deadline to be accepted as timely. We recommend taking the notarized form to the Voter Registration office and having it date and time stamped, making copies for them and your records before going to the post office to mail the report.

24 Hour reporting of Late Contributions and/or Independent Expenditures must be filed when the aggregate of income or expenditures reaches \$500 in the periods the second Friday Pre Primary and the Primary or the second Friday Pre-Election and the Election. The 24 hour reporting form are the only forms that can be filed by facsimile at 717-705-0721, or via e-mail at: ra-stcainfinance@pa.gov

This image shows a 'Campaign Finance Statement' form. It is a single-page document with several sections for reporting receipts, expenditures, and liabilities. The form includes a header with the title and a note stating it is for aggregate receipts, expenditures, or liabilities not exceeding \$250.00. There are multiple tables and fields for entering financial data.This image shows a 'Campaign Finance Report' form. It is a multi-page document with a complex layout, including a header, a table for reporting contributions and expenditures, and a section for independent expenditures. The form is designed for more detailed financial reporting than the statement form.