



## 2024 FILING SCHEDULE

### For Municipal Candidates

REQUIRED REPORT	FILING DEADLINE (BY CLOSE OF BUSINESS)	REPORT PERIOD
11-Day Pre-April Special Election	March 22, 2024	Beginning of campaign – March 19, 2024
42-Day Post-April Special Election	May 14, 2024	March 20 – May 7, 2024
July Semiannual	July 15, 2024	January 1 – June 30, 2024
11-Day Pre-Nov. Election	October 25, 2024	If filing first report: Beginning of campaign – October 22 <b>OR</b> If 2024 July Semiannual filed: July 1 – October 22
42-Day Post-Nov. Election	December 17, 2024	October 23 – December 10, 2024
January Semiannual	January 15, 2025	July 1 – December 31, 2024

### PRE-ELECTION SEMIANNUAL REPORTS

**For April Election Candidates:** If the campaign has raised or spent more than \$500 *in the year prior to the election*, a January Semiannual Report is required. The reporting period is the start of the campaign/July 1 to December 31 of the year prior to the election.

**For November Election Candidates:** If the campaign has raised or spent more than \$500 before July 1 of the election year a July Semiannual Report is required. The reporting period is the start of the campaign/January 1 to June 30. If a November elections candidate begins fundraising in the year prior to the election, and raises or spends \$500 or more in that year, they will also have to file a January Semiannual Report, following the same reporting period for June Election Candidates mentioned above. If a November elections candidate is required to file a January Semiannual Report, they must also file a July Semiannual Report, regardless of financial activity.

Semiannual Reports are always due on the 15<sup>th</sup> of January and July, unless the 15<sup>th</sup> falls on a weekend or major holiday.

24-HOUR REPORT REPORTING PERIOD	WHAT TO REPORT	WHEN TO FILE THE REPORT
<b>April Election:</b> March 20 – April 1	Any single <u>contribution</u> of \$1,000 or more. Under Maine Election Law, loans are considered contributions.	Within 24 hours, including Saturdays, Sundays, and holidays, of receiving the contribution or making the expenditure, incurring the obligation, or placing the order.
<b>November Election:</b> October 23 - November 4  <i>For candidates in contested elections.</i>	Any single <u>expenditure</u> of \$1,000 or more.  Orders placed with or obligations made to vendors for goods or services are considered expenditures at the time an order is placed or obligation are made.	

### FILING PROCEDURES

*Filing Campaign Finance Reports on Paper.* Each original campaign finance report signed by the candidate and/or treasurer must be properly filed with the Clerk’s office by the filing deadline, except in two circumstances. A properly signed report may be faxed to the Clerk’s office at the number above by the close of business on the deadline, provided that the Clerk’s office receives the original report within five calendar days. A report mailed to the Clerk’s office by certified or registered mail and postmarked at least 2 days before the filing deadline will not be considered late, even if it is received after the deadline.

Staff in the Clerk’s office will be available until the close of business on the filing deadlines to offer assistance.