

PRE-GENERAL CAMPAIGN FINANCE ELECTION REPORTING

The **Close of Books for your Pre-General Campaign Finance Election report is Sunday, October 21, 2018** and the **filing deadline is Friday, October 26, 2018 by 5:00 pm**. If you do not have a reporting waiver, or if you have received, spent or have debt in excess of \$1000 for this election cycle, you will need to file your Pre-General Election report in our Marshall office by close of business on Friday, October 26th (5:00pm). Late filing fees accumulate at a rate of \$25 per business day that the report is not filed.

This reporting period should begin the day AFTER the last report that you filed, and show ALL activity through Sunday, October 21, 2018.

If this is the first report you are filing, your reporting period should begin the day your committee was formed (item 5 on your Statement of Organization).

Be certain to complete the Cumulative columns on the Summary Page and Schedules 1A and 1-IK, if used. The Cumulative amounts are for the entire ELECTION CYCLE. Your Election Cycle started the day after the last General Election that your office appeared on the ballot; or for new candidates the date your committee was formed. Your cumulative amounts should include the **total** of all contributions, expenses, etc. during your Election Cycle.

NOTE: the Election Cycle dates for your particular office are posted on our Elections webpage in the [Campaign Finance](#) section ... 1st bullet, Election Cycles - [Calhoun County offices](#) lists current Election Cycles for County Commissioners, City Offices, Township Offices, Village Offices, Community College and School Offices.

Also remember FOR ALL COMMITTEES if your committee receives a single or cumulative contributions from the same individual, including yourself, of \$500 or more October 22nd to November 3rd you have only 48 hours to file a [Late Contribution Report](#) with our office. Refer to [Appendix G](#) of your Manual for more information. This report can be emailed to tloew@calhouncountymi.gov.

All forms can be acquired in our Marshall office, or you can easily use the following link to print your own forms right at home or save them as PDF files on your computer! Simply go to our [Campaign Finance](#) Information webpage to acquire forms on-line; then Candidate Committees, Forms and instructions. Next click the appropriate Schedules you need for filing. Your report can be emailed, faxed, mailed or dropped off in our Marshall Elections office by the 10/26/18, 5pm deadline.

If you need to look-up any previous reports, all filings are posted on our [Elections website](#), elect the pull-down Elections tab, then select Campaign Finance (last one on the list). Next go to the 4th bullet, Searchable Database. Click 'County, City, Township'

You can Login as a Guest, 'X' the Notification message, select 'Search Public Records' on the left THEN on the far right under the Document Types select ONLY the 'Elections Campaign Finance' documents. Next, enter the candidates name, hit enter or click Search near the top. Each document we have received is listed here (we are still trying to tweak this screen to be more user friendly). Click on the 'Instrument #' to view each report and/or find your Campaign Finance number.

If you are dropping off your report, our office is open Monday - Friday, 8:00 am to 5:00 pm.

Teri Loew

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Make Freedom Count, VOTE !!!

