

## OCTOBER 2018 QUARTERLY REMINDER

Re: Quarterly Campaign Statements are owed by candidate, local PACs and political party committees that do NOT support or oppose a candidate who appears on the ballot in the calendar year 2018.

Good morning current/former officeholders and ballot question committees, The **Close of Books for the October Quarterly Campaign Statements is Saturday, October 20, 2018** and the deadline to have your report **filed in our Marshall office is Thursday, October 25, 2018 by 5:00 pm**. If you do not have a reporting waiver, if you have a balance in excess of \$1000, or if you have received, spent or have debt in excess of \$1000 for this election cycle, you will need to file your October Quarterly report in our Marshall office by close of business on Thursday, October 25<sup>th</sup> (5:00pm). Late filing fees accumulate at a rate of \$25 per business day that the report is not filed.

The reporting period should begin the day AFTER the last report you filed, or the date your committee was formed – whichever is more current, and show ALL activity through Saturday, October 20, 2018.

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. If you filed previous reports during your Election Cycle, then your cumulative amounts for this report should include the **total** of all contributions, expenses, etc. since the day after the last General Election that your office appeared on the ballot.

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

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 10/25/18, 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 4<sup>th</sup> 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 !!!

