



**Campaign Contribution Disclosure Reporting
and
Personal Financial Disclosure Reporting
Election Year
Filing Requirements
Overview
for
County Elected Officials**

**Presented at the
Monday, January 30, 2012 meeting of the
Association County Commissioners of Georgia
(ACCG)**

By:

***Holly LaBerge, Executive Secretary*
Georgia Government Transparency
and Campaign Finance Commission**

I WAS APPOINTED

If you were APPOINTED to your current position do you plan to run in the 2012 election?

Yes

No

1. Have you already completed and filed a Declaration of Intent to Accept Campaign Contributions FORM DOI with the Campaign Finance Commission for THIS position?

- No, then:
Complete and file a FORM DOI with the Commission.
- Yes, now you may accept contributions.

2. Do you already have your 2 personal identification numbers: "C" # for filing Campaign Contribution Disclosure Reports and "F" # for filing your Personal Financial Disclosure Reports?

- No, then:
Complete and file a CCDD & FD Electronic Filing Access Code (Candidates/Officer Holders Only) Form with the Commission to obtain your TWO filer PINs.
- Yes

3. IF you have a campaign committee for this position but have not yet registered them, complete and file a Registration Form for a Campaign Committee for use by a Candidate FORM RC with the Commission.

4. Electronically file a Personal Financial Disclosure (PDF), reporting your 2011 activity, within 15 days of qualifying.

5. FILE YOUR CAMPAIGN DISCLOSURE REPORTS following the 2012 Election Year schedule:

- 03/31/2012
 06/30/2012
 09/30/2012
 10/25/2012
 12/31/2012*

- A. You do not have to file a Personal Financial Disclosure (PDF) reporting your 2011 activity.

- B. Electronically file your Campaign Contribution Disclosure Reports following the 2012 Non-Election Year schedule:

- 06/30/2012
 12/31/2012*

- C. *On December 31, 2012 do you have a ZERO balance in your campaign contribution account?

- Yes: File the 'December 31st Final Report and Termination Statement' electronically with the Commission.

- No: File the December 31st regular report and continue to file campaign contribution disclosure reports into 2013, following the 2013 Non Election Year schedule UNTIL your campaign account is ZERO.

Note: If you do not zero out your campaign contribution account in 2013 you are required to continue filing in subsequent years until account balance is zero.

I WAS ELECTED | I AM RUNNING FOR 1ST TIME

If you were ELECTED to your current position do you plan to run in the 2012 election? OR Are you running for this position for the first time in the 2012 election?

Yes

No

1. Have you already completed and filed a Declaration of Intent to Accept Campaign Contributions FORM DOI with the Campaign Finance Commission for THIS position?
 - No, then:
Complete and file a FORM DOI with the Commission.
 - Yes, now you may accept contributions.
 2. Do you already have your 2 personal identification numbers: "C" # for filing Campaign Contribution Disclosure Reports and "F" # for filing your Personal Financial Disclosure Reports?
 - No, then:
Complete and file a CCDR & FD Electronic Filing Access Code (Candidates/Officer Holders Only) Form with the Commission to obtain your TWO filer PINs.
 - Yes
 3. IF you have a campaign committee for this position but have not yet registered them, complete and file a Registration Form for a Campaign Committee for use by a Candidate FORM RC with the Commission.
 4. Electronically file a Personal Financial Disclosure (PDF), reporting your 2011 activity, within 15 days of qualifying.
 5. FILE YOUR CAMPAIGN DISCLOSURE REPORTS following the 2012 Election Year schedule:
 - 03/31/2012
 - 06/30/2012
 - 09/30/2012
 - 10/25/2012
 - 12/31/2012*
- A. You do not have to file a Personal Financial Disclosure (PDF) reporting your 2011 activity.
 - B. Electronically file your Campaign Contribution Disclosure Reports following the 2012 Non-Election Year schedule:
 - 06/30/2012
 - 12/31/2012*
 - C. *On December 31, 2012 do you have a ZERO balance in your campaign contribution account?
 - Yes: File the 'December 31st Final Report and Termination Statement' electronically with the Commission.
 - No: File the December 31st regular report and continue to file campaign contribution disclosure reports into 2013, following the 2013 Non Election Year schedule UNTIL your campaign account is ZERO.

Note: If you do not zero out your campaign contribution account in 2013 you are required to continue filing in subsequent years until account balance is zero.

Run Off Election Filing Requirements:

If you are involved in a Run Off Election you are required to complete a Campaign Contribution Disclosure Report, in addition to those required by your Election Year scheduled filings, as follows:

- 6 Days prior to Primary and/or General Run-Off
- 6 Days prior to Special Primary Run-Off
- 6 Days prior to Special Run-Off

Special Election Filing Requirements:

If you are involved in a Special Election you are required to complete a Campaign Contribution Disclosure Report, in addition to those required by your Election Year scheduled filings, as follows:

- 15 Days prior to Special Primary
- 15 Days prior to Special Election
- December 31st

Two Business Day Report Filing Requirements:

If you qualified for an election AND received a contribution or loan of \$1,000.00 or more between

The date of your last
Campaign Contribution
Disclosure Report filed
before Election Day

&

Election
Day

You MUST:

- Report the received amount(s) to the Commission on a Two Business day Report within 2 business days of receipt of the contribution.
- Electronically file AND fax the report to the Commission.
The Commission fax number is: 404-463-0229
- Report the contribution on your next regularly scheduled Campaign Contribution Disclosure Report.

The information in this pamphlet is provided as an overview only and not intended to be all inclusive. For further information please refer to our website, which maintains additional and detailed educational information. Also maintained on our website are the Act and the Rules of the Commission which detail the law which you are to follow.

WWW.ETHICS.GA.GOV

Direct your questions to:

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*Georgia Government Transparency and Campaign Finance Commission
200 Piedmont Avenue, Suite 1402 – West Tower, Atlanta, GA 30334
404-463-1980*

I WON | I LOST | I WITHDREW

If you ran in the 2012 election and you...

WON

1. **FILE YOUR CAMPAIGN DISCLOSURE REPORTS** following the 2012 Election Year schedule:
- 03/31/2012
 - 06/30/2012
 - 09/30/2012
 - 10/25/2012
 - 12/31/2012*
 - In 2013 follow the Non Election Year filing schedule.

In 2013, electronically file a Personal Financial Disclosure (PDF), reporting your 2012 activity, with the Commission by July 1, 2013.

LOST

1. **FILE YOUR CAMPAIGN DISCLOSURE REPORTS** following the 2012 Election Year schedule:
- 03/31/2012
 - 06/30/2012
 - 09/30/2012
 - 10/25/2012
 - 12/31/2012*
2. *On December 31, 2012 do you have a ZERO balance in your campaign contribution account?

- Yes
File the 'December 31st Final Report and Termination Statement' electronically with the Commission.
- No
File the December 31st regular report and continue to file campaign contribution disclosure reports into 2013, following the 2013 Non Election Year schedule UNTIL your campaign account is ZERO.

Note: If you do not zero out your campaign contribution account in 2013 you are required to continue filing in subsequent years until account balance is zero.

WITHDREW

- If you filed a Form DOI with the Commission AND you...

- A. DID NOT qualify to run:
- Electronically file your Campaign Contribution Disclosure Reports following the 2012 Non-Election Year schedule:
 - 06/30/2012
 - 12/31/2012*

- B. DID qualify and withdrew from the race BEFORE the election:
- Electronically file your Campaign Contribution Disclosure Reports following the 2012 Election Year schedule:
 - 03/31/2012
 - 06/30/2012
 - 09/30/2012
 - 10/25/2012
 - 12/31/2012*

*On December 31, 2012 do you have a ZERO balance in your campaign contribution account?

- Yes: File the 'December 31st Final Report and Termination Statement' electronically with the Commission.
- No: File the December 31st regular report and continue to file campaign contribution disclosure reports into 2013, following the 2013 Non Election Year schedule UNTIL your campaign account is ZERO.

**MAXIMUM ALLOWABLE
CAMPAIGN CONTRIBUTION LIMITS
For Non-State-Wide Offices**

Primary Election	\$2,500.00
Primary Run-Off Election	\$1,300.00
General Election	\$2,500.00
General Run-Off Election:	\$1,300.00

Definitions:

- **Election Year:** The calendar year during which a regular or special election to fill an office was held for which you qualified, ran or were appointed.
 - **Non Election Year:** The calendar year during which no regular or special election to fill an office was held for which you qualified, ran or were appointed.
 - **Election Cycle:** Begins the day following the date of an election and continues through and including the date of the next such election to the same public office.
 - **Form COOSA:** A candidate who wishes to accept contributions for more than one election at a time shall separately account for such campaign contributions and file an Option to Choose Separate Account aka COOSA Form with the Commission PRIOR to accepting contributions for an election other than the candidate's next upcoming election.
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Late Filing Fee Schedule:

Campaign Contributions Disclosure Reports are required to be filed within 5 business days of the due date.

Candidates who file their report after the grace period will be assessed the following late filing fees:

- \$125 late filing fee on the 6th day after the initial 5 day grace period.
- An additional \$250 to equal a \$375 late filing fee if not filed by the 15th day after the due date.
- A further \$1,000 to equal a \$1,375 late filing fee if not filed by the 45th day after the due date.

Personal Financial Disclosure Report

- The late filing of a Personal Financial Disclosure Report based on the applicable filing requirements will result in a late filing fee of \$125.
- An additional \$25 to equal \$150 late filing fee if not filed by the 15th day after the due date.
- A further \$1,000 to equal a \$1,150 late filing fee if not filed by the 45th day after the due date.