



COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES  
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## 2015 HD 23 SPECIAL ELECTION FILING SCHEDULE FOR ALL PARTICIPATING POLITICAL ACTION AND STATE AND LOCAL PARTY COMMITTEES

### REQUIRED FOR ALL PARTICIPATING POLITICAL ACTION AND STATE AND LOCAL PARTY COMMITTEES

TYPE OF REPORT	FILING DEADLINE (11:59 P.M.)	REPORT PERIOD
11-Day Pre-Election	October 23, 2015	August 27, 2015 — October 20, 2015
42-Day Post-Election	December 15, 2015	October 21, 2015 — December 8, 2015
24-HOUR REPORTING PERIOD	WHAT TO REPORT	WHEN TO FILE
Begins 13 days before an election and runs through the day before the election. (October 21, 2015 — November 2, 2015)	Any <u>single contribution</u> of \$5,000 or more received during the reporting period. Any <u>single expenditure</u> of \$1,000 or more made during the reporting period. Orders placed with or obligations made to vendors for goods or services are considered expenditures at the time the orders or obligations are made. Overhead costs, such as rent, taxes, utilities and some salary payments are not required to be reported.	Within 24 hours, including Saturdays and Sundays, of receiving the contribution or making the expenditure, incurring the obligation, or placing the order. Reports can be filed via fax.

#### IMPORTANT INFORMATION

All regular campaign finance reports must be received by Commission staff or fax by 11:59 p.m. on the due date.

Commission staff will be available until 5:00 p.m. on all filing deadlines to offer assistance to committees. Failure to seek out timely assistance from staff regarding the filing of reports will not be considered a mitigating circumstance if the report is filed late.