

***Seattle Ethics and Elections  
2009 Campaign Disclosure Reporting Schedule***

| <b>On Ballot<br/>Pri/Gen</b> | <b>Date</b>                           | <b>Activity</b>  | <b>C4 Report Period</b>   |
|------------------------------|---------------------------------------|--|---|
| All                          | Within 2 weeks of forming a committee | Candidates file an F-1 Personal Financial Affairs Statement and a C-1. Ballot Issue Committees file a C-1pc. File an amended C-1(pc) within 10 days of a change in the committee.  |   |
| All                          | Jan. 10 – June 10                     | File Monthly C-4 and C-3, if necessary. Reports are due on the 10 <sup>th</sup> of the month when contributions received or expenditures made since the last report filed exceed \$200.  | From the day after the closing date of the previous report through the last day of the preceding month. |
| All                          | June 1                                | Deposits made on or after this date must be reported on a C-3 no later than the Monday following the deposit.  |   |
| All                          | June 1 - 5                            | Declaration of Candidacy filing week – File with King County Elections   |   |
| G                            | July 10                               | File Monthly C-4 only if your campaign will NOT appear on the Primary ballot. Continue to file weekly C3s. No other reports are due until Aug. 10, unless your committee makes Independent Expenditures.*  | From the day after the closing date of the previous report through June 30.                             |
| P                            | July 28                               | 21 day Pre-Primary Election C-4 due  | Jun. 1 - July 27  |
| P                            | July 28- Aug. 18                      | <u>21 day Special Reporting Period.</u><br>By 4:30 p.m. the day after RECEIPT, file a Special Report when the Committee receives a contribution of \$1,000 or more.<br>Committees are prohibited from receiving contributions of more than \$5,000 in the aggregate from one source.<br>New Committees that form during this period must file a C-1(pc) within 3 business days of forming. |   |
| G                            | Aug. 10                               | File Monthly C-4 only if your campaign will NOT appear on the Primary ballot. Continue to file weekly C3s. No other reports are due until Sept. 10, unless your committee makes Independent Expenditures.**  | From the day after the closing date of the previous report through July 31.                             |
| P                            | Aug. 10 – 18                          | File C-3s daily to report deposits made that day.  |   |
| P                            | Aug. 10                               | Campaign Books are open for public inspection for two hours as designated on the C-1(pc).  |   |
| P                            | Aug. 11 – 17                          | Campaign Books are open for public inspection by appointment.  |   |
| P                            | Aug. 11                               | 7 day Pre-Primary Election C-4 due   | July 28 – Aug. 10   |
|                              | <b>August 18</b>                      | <b>Primary Election Day</b>  |   |

| On Ballot Pri/Gen | Date                    | Activity   | C4 Report Period   |
|-------------------|-------------------------|--|--|
| All               | Sept. 10                | C-4 Due  | Aug 1 or 11 - Aug. 31  |
| P                 | Oct. 12**               | C-4 Due only for candidate campaigns that were not among the top two vote-getters in the Primary.  | Sept. 1 – Sept. 30   |
| G                 | Oct. 13                 | 21 day Pre-General Election C-4 due  | Sept. 1 – Oct. 12  |
| G                 | Oct. 13 – Nov. 2        | <u>21 day Special Reporting Period.</u><br>By 4:30 p.m. the day after RECEIPT, file a Special Report when the Committee receives a contribution of \$1,000 or more.<br>Committees are prohibited from receiving contributions of more than \$5,000 in the aggregate from one source.<br>New Committees that form during this period must file a C-1(pc) within 3 business days of forming. |  |
| G                 | Oct. 26                 | Campaign Books are open for public inspection for two hours as designated on the C-1(pc).  |  |
| G                 | Oct. 26 – Nov. 2        | Campaign Books are open for public inspection by appointment.  |  |
| G                 | Oct. 26 – Nov.3         | File C-3s daily to report deposits made that day.  |  |
| G                 | October 27              | 7 day Pre-General C-4 due  | Oct. 13 – Oct. 26  |
|                   | <b>November 3, 2009</b> | <b>General Election Day</b>  |  |
| G                 | December 10             | Post –Election C-4 due (with C-3s, if any)   | Oct. 27 – Nov. 30  |
| P                 |                         |  | Nov. 1- Nov 30   |
| All               | Jan.10 – Apr 12, 2010   | File C-4s with C-3s until committee files its Final Report.  | Close of last report – Last day of preceding calendar month. |
| All               | May 10, 2010            | Final Report due no later than today. Committee can file a Final Report before this time   | Close of last report – April 30, 2008                        |

\* If your committee is considering, or plans to make, or has made an Independent Expenditure in support of or opposition to a Seattle City candidate or Ballot Issue, contact Polly Grow to determine what your reporting obligations are. Some Independent Expenditures are required to be reported within 5 days, others within 24 hours. Polly can be reached at (206) 615-1248 or polly.grow@seattle.gov.

\*\*Columbus Day. A Federal holiday, but not a State holiday. Therefore it is the filing deadline.

## **Candidates - Disclosure Reporting**

### **Only on General, Not on Primary Ballot**

If after the window for filing declarations of candidacy closes, a candidate has fewer than two opponents, he or she will participate in the General Election only, not the Primary. Continue filing weekly C3s and Monthly C4s on the tenth of the month through September. Beginning in October, you will have increased reporting obligations beginning 21 days before the November 6 election through the week after the election. Please review the calendar to determine the appropriate deadlines for your committee. (See Calendar Rows labeled **G** and **All**)

### **On Primary and General Ballots**

Candidates who have more than two opponents will file weekly C3s beginning June 4, 2007 and monthly C4s through June 11, 2007. Beginning July 31, 2007, twenty-one days before the Primary, candidates will have increased reporting obligations. **There is no C4 due on July 10 if you are on the Primary ballot.** (See Calendar Rows labeled **P** and **All**)

After the election, if the candidate will continue on to the General Election, he or she will continue to file weekly C3 and follow the schedule for candidates on the General Ballot. (See Calendar Rows labeled **G** and **All** beginning **September 10, 2009**).

Until the results of the Primary election are known, candidates should file as though they will appear on the General Election ballot.

### **Only on Primary, Not on General Ballot**

Once it is apparent that a candidate is not one of the top two vote-getters in the primary, he/she should switch to the Primary (**P, All**) Election Calendar. Please note: There is no C4 due on July 10 if you are on the Primary ballot.

## **Ballot Issue Committees -- Disclosure Reporting**

Once it is determined that a Ballot Issue will appear on the Primary or the General Election ballot, the Ballot Issue committee should refer to the appropriate deadlines on the Campaign Finance Disclosure Calendar, either the Primary Election deadlines (see Rows labeled **P** and **All**) or the General Election deadlines (see Rows labeled **G** and **All**).

### ***When a Report is Considered Filed***

Reports are required to be filed no later than 11:59 p.m. of the prescribed filing date. The date on which a report is considered filed:

- Electronically: on the date the transmittal is received by the City's server. (i.e. allow time for your server to send and our server to receive the reports)
- By mail: on the postmark date (i.e. must be postmarked before midnight)
- By hand: on the date received by the City Clerk. (i.e. must be filed before 5 p.m. on the date due.)

### **Late Filed Reports**

Late filing may result in a civil penalty of \$10 for each day each report is delinquent. During the week before the election, late filing penalties increase to \$50 per day per report. Excessively late filing can also result in civil penalties of twice the amount not timely reported. [SMC 2.04.330 and SMC 2.04.500.]