



Sue Cote, City Clerk
 City of Sanford
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2023 FILING SCHEDULE

For Municipal Candidates

REQUIRED REPORT	FILING DEADLINE (BY CLOSE OF BUSINESS)	REPORT PERIOD
11-Day Pre-June Election	June 2, 2023	Beginning of campaign – May 30, 2023
42-Day Post-June Election	July 25, 2023	May 31 – July 18, 2023
July Semiannual	July 17, 2023	January 1 – June 30, 2023
11-Day Pre-Nov. Election	October 27, 2023	July 19 – October 24, 2023
42-Day Post-Nov. Election	December 19, 2023	October 25 – December 12, 2023
January Semiannual	January 16, 2024	July 1 – December 31, 2023

PRE-ELECTION SEMIANNUAL REPORTS

For June Election Candidates: If the campaign has raised or spent more than \$500 *in the year prior to the election*, a January Semiannual Report is required. The reporting period is the start of the campaign/July 1 to December 31st of the year prior to the election.

For November Election Candidates: If the campaign has raised or spent more than \$500 before July 1st of the election year a July Semiannual Report is required. The reporting period is the start of the campaign/January 1st to June 30th. If a November elections candidate begins fundraising in the year prior to the election, and raises or spends \$500 or more in that year, they will also have to file a January Semiannual Report, following the same reporting period for June Election Candidates mentioned above. If a November elections candidate is required to file a January Semiannual Report, they must also file a July Semiannual Report, regardless of financial activity.

Semiannual Reports are always due on the 15th of January and July, unless the 15th falls on a weekend or major holiday.

24-HOUR REPORT REPORTING PERIOD	WHAT TO REPORT	WHEN TO FILE THE REPORT
June Election: May 31 st - June 12 th	Any single <u>contribution</u> of \$1,000 or more. Under Maine Election Law, loans are considered contributions.	Within 24 hours, including Saturdays, Sundays, and holidays, of receiving the contribution or making the expenditure, incurring the obligation, or placing the order.
November Election: October 25 th - November 6 th <i>For candidates in contested elections.</i>	Any single <u>expenditure</u> of \$1,000 or more. Orders placed with or obligations made to vendors for goods or services are considered expenditures at the time an order is placed or obligation are made.	

FILING PROCEDURES

Filing Campaign Finance Reports on Paper. Each original campaign finance report signed by the candidate and/or treasurer must be properly filed with the Clerk's office by the filing deadline, except in two circumstances. A properly signed report may be faxed to the Clerk's office at the number above by the close of business on the deadline, provided that the Clerk's office receives the original report within five calendar days. A report mailed to the Clerk's office by certified or registered mail and postmarked at least 2 days before the filing deadline will not be considered late, even if it is received after the deadline.

Staff in the Clerk's office will be available until the close of business on the filing deadlines to offer assistance.