

Campaign Treasurer

Appointment of Campaign Treasurer

Each candidate for nomination or election to office shall appoint a campaign treasurer at the same time he/she designates a campaign depository. The names and addresses of the campaign treasurer and deputy campaign treasurer shall be filed with the Qualifying Officer (City Clerk). No contributions shall be accepted, nor expenditures made until the forms have been filed with the Qualifying Officer. A candidate may appoint herself/himself as campaign treasurer or deputy campaign treasurer.

Change of Campaign Treasurer

A candidate may remove his/her campaign treasurer or deputy campaign treasurer by written notice to the treasurer or deputy campaign treasurer. A copy of the letter must be filed with the Qualifying Officer. The termination is not effective until it is received by the Qualifying Officer.

A campaign treasurer or deputy campaign treasurer may resign by submitting a written notice to the candidate, with a copy filed with the Qualifying Officer.

The candidate must immediately appoint a successor by filing the Appointment of Campaign Treasurer and Designation of Campaign Depository (DS-DE 9) with the Qualifying Officer.

Duties of the Campaign Treasurer

1. Deposit all contributions into the campaign account by the end of the 5th business day after receipt (excludes Saturdays, Sundays and legal holidays).
2. Pay all expenditures by check drawn from the campaign account.
3. Keep detailed accounts, records, bills and receipts of all transactions; retain the records for the term of the office sought.
4. Prepare campaign reports with signatures of candidate and treasurer.
5. File reports with the Qualifying Officer on or before the due date to avoid a fine for late filing.

Suggestions for Campaign Treasurer

1. Keep a schedule of the dates Campaign Treasurer's Reports are due, including the reporting period.
2. Keep a copy of each report filed for your records.
3. Log each contribution when received: date, name and address, occupation (if more than \$100), and the amount. Keep contributions separate by category: monetary, in-kind, or loans.
4. Log each expenditure as they occur: date, name and address, purpose and amount.

5. Keep a ledger of all petty cash expenditures. Individual listings are not required on the treasurer's report, only the total amount withdrawn and the total amount spent during the reporting period.
6. Monitor cash flow. Know how much money is available to avoid authorizing expenditures when funds are not available.

Campaign Reports

1. Reports are to be filed **no later than** 5:00 p.m. on the designated day; any report postmarked by the U.S. Postal Service no later than midnight of the due date shall be deemed to have been filed in a timely manner. You may not use a date from a postage meter as proof; however, a receipt from a courier service is acceptable.
2. A Certificate of Mailing (Form 3817) dated by the U.S. Postal Service at the time of mailing, which bears a date on or before the due date, shall be proof of mailing in a timely manner.
3. All reports must be the original copy and have original signatures. Reports should be typed or printed legibly in dark ink; computer print-out is desirable.

Penalty for Late Filing

1. Any candidate failing to file a report on the designated due date shall be subject to a fine for each late day, and **such fine shall be paid only from personal funds of the candidate.**
2. The candidate shall be notified immediately.
3. The fine shall be \$50 per day for the first 3 days late and, thereafter, \$500 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report.
4. For reports immediately preceding each primary and general election, the fine shall be \$500 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report.
5. Upon receipt of the report, the Qualifying Officer shall determine the amount of the fine which is due and notify the candidate or treasurer.
6. Such fine shall be paid to the Qualifying Officer within 20 days after receipt of the notice of payment due, unless appeal is made to the Florida Elections Commission.

Waiver of Report

1. In any reporting period when there has been no activity in the account, you may file a Waiver of Report (DS-DE 87) instead of the regular Campaign Treasurer's Report. However, the next report filed must specify that the report covers the entire period between the last submitted report and the report being filed.
2. The deadline for filing a waiver of report is the same as for filing a campaign report and is subject to the same penalty for late filing.

Incomplete Reports

1. All reports are time stamped and accepted on a conditional basis.
2. If a report is incomplete or incorrect, the treasurer will be notified by telephone or e-mail (if possible) or registered mail, and will be given three days to file an amendment to the report.
3. Failure to file the required information after such notice shall constitute a violation of Chapter 106 and a complaint will be filed with the Florida Elections Commission.