

CAMPAIGN TREASURER REPORTS DUE DATES & TIPS 2022 GENERAL CITY ELECTION

Campaign Treasurer Reports (CTR) must be submitted or postmarked to City Hall, Office of the City Clerk, 55 SE 3rd Avenue, Okeechobee, FL 34974 **NO LATER THAN 5:00 P.M. on the DUE Date:**

CTRs are completed on forms DS-DE 12, 13, and 14, all three must be submitted in tandem, if there is nothing to report, mark zeros, completing the top portion. All CTRs are open to public inspection.

DUE DATE	PERIOD COVERED	CODE
August 10, 2022	Date Qualified thru July 31, 2022	M7
September 10, 2022	August 1 thru 31, 2022	M8
October 11, 2022	September 1 thru 30, 2022	M9
October 14, 2022	October 1 thru 13, 2022	G1
October 28, 2022	October 14 thru 27	G2
Nov 3, 2022	Last Day to accept campaign contributions!	
Nov 4, 2022	October 28 thru November 3, 2022	G3
Feb 6, 2023	Nov 4, 2022 thru close of account	TR

▶ Before turning in the CTR, **double check:**

1. Do the running totals in boxes (9) and (10) balance?
Previous report balance-end, factor in current reports contributions and expenditures, (9) must always be equal to or more than (10) on Form DS-DE12
2. Is all the information filled in about the contributor on Form DS-DE13?
Amount and type determine information required to be reported.
3. Is all the information filled in about each expenditure on Form DS-DE14?
4. Did the Candidate sign the summary Form DS-DE 12?
5. Did the Treasurer/Deputy sign the summary Form DS-DE-12?

Missing a Due Date will require the City Clerk to assess fines automatically. You can make an appeal to the Commission of Ethics. Fines are paid from the PERSONAL ACCOUNT of the Candidate, NOT the campaign account. Here's how the fines are assessed:

- \$50.00 per day for the first three days, and \$500.00 per day thereafter, not to exceed 25 percent of the expenditures or contributions, whichever is greater.
- \$500.00 per day for Reports Due immediately prior to the general election, not to exceed 25 percent of the receipts or expenditures, whichever is greater.
- The City Clerk is required by law to assess the fine and has no discretion to make exceptions for any reason nor in the amount imposed.
- The City Clerk is required by law to notify the Florida Election Commission of any Candidate who files two or more reports late.