



**BAY COUNTY SUPERVISOR OF ELECTIONS OFFICE
CAMPAIGN TREASURER REPORT POLICY**

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SUPERVISOR OF
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SEP 14 11 21 AM '12

POLICY ON ELECTRONIC FILING

Our office is requiring the electronic filing of campaign treasurer reports at no cost to you in order to make campaign contributions and expenditures readily available to the public. Campaign Finance Reports, for all local races, will be displayed on our web page and will be loaded on a computer in our office so they can be viewed and printed.

OUR USER NAME FOR ELECTRONIC FILING IS YOUR LAST NAME IN LOWER CASE. YOU WILL ALSO BE REQUIRED TO DESIGNATE A PASSWORD FOR YOUR INITIAL SOFTWARE SET-UP.

POLICY ON LATE REPORTS

As a courtesy reminder, our office will e-mail candidates and treasurers at least 4 days prior to a reporting due date if you provide us with your e-mail address. We will wait two (2) days after the deadline to see if the report arrives by mail, postmarked on or before the report deadline date. On the second day, we will mail a certified letter to the candidate informing him or her that the report has not been received and is subject to a fine each day late, according to Florida Statute 106.07. If our office does not receive a response to this letter, the matter will be forwarded to the Florida Elections Commission, and could be determined to be a willful violation. If applicable, the fine must be paid within twenty (20) days after the receipt of the notice of payment due. The Florida Elections Commission will be notified if fines have not been remitted in a timely manner, and they will pursue the fine.

POLICY ON JUSTIFYING LATE REPORTS

Reports must be filed timely. There are no justifiable reasons for filing late reports unless otherwise determined by the Florida Elections Commission. Power outages, malfunction of the computer and/or computer program failure are not valid and acceptable reasons for not filing timely. Regardless, you are required to submit, as official record, a signed hard copy of your reports.

POLICY ON AMENDING REPORTS

When it is determined that a report needs to be amended, our office will initially contact the candidate by telephone and request that the report be amended within three (3) days. If no response is received, a formal letter will be sent requesting an amended report that must be completed and filed with our office within three (3) days of receipt of notification. If the amended report is not received within this time frame, the matter will be referred to the Florida Elections Commission and could be determined to be a willful violation.

POLICY ON REVIEW OF REPORTS / POLICY ON AMENDING REPORTS

Our office checks the following: Summary page for accuracy and signatures, complete names and addresses for each contribution and expenditure, occupation of contributor when required, purpose of expenditure listed, and contributions that exceed the lawful amount. This does not relieve you of the responsibility for the correctness and accuracy of your reports.

I have read and understand the policy above

(Signature) [Signature] Date 9/14/07

STAFF - remove completed page from this book, make copy and give copy to person signing.