



# CITY OF HIALEAH 2011 ELECTION

## TREASURER'S REPORT DATES

**Primary Election:** November 1, 2011  
**General Election:** November 15, 2011

### REPORTING DATES FOR PRIMARY ELECTION<sup>1</sup> (Fla. Stat. § 106.07)

<u>Due Dates</u>	<u>Reporting Periods</u>	<u>Type of Reports</u>
April 10, 2011	January 1, 2011 – March 31, 2011	Quarterly (Q4)
July 10, 2011	April 1, 2011 – June 30, 2011	Quarterly (Q1)
September 26, 2011	July 1, 2011 – September 19, 2011	32nd day prior (F1)
October 14, 2011	September 20, 2011 – October 7, 2011	18th day prior (F2)
October 28, 2011	October 8, 2011 – October 27, 2011	4th day prior (F3)

### REPORT DATES FOR GENERAL ELECTION (Fla. Stat. § 106.07)

<u>Due Date</u>	<u>Reporting Period</u>	<u>Type of Report</u>
November 12, 2011	October 28, 2011 – November 11, 2011	4th day prior (G4)

### DISPOSITION OF SURPLUS FUNDS BY CANDIDATE AND FINAL REPORT (Fla. Stat. § § 106.07 and 106.141)

Following the last day of qualifying for office, an unopposed candidate must file a report within 90 days after the date such candidate became unopposed. Such report shall contain all previously unreported contributions and expenditures, and shall reflect disposition of surplus funds.

90 days after Qualifying Period – December 7, 2011

Candidates who withdraw their candidacy, become unopposed, are eliminated or elected to office shall, within 90 days, dispose of the funds on deposit in their campaign account and file a report reflecting the disposition of all remaining funds.

90 days after the Primary Election – January 30, 2012  
90 days after the General Election – February 13, 2012

An elected candidate who transfers funds to an office account must file a report on the 10th day following the end of each calendar quarter until the office account is closed.

### LATE REPORTS – FINES (Fla. Stat. § 106.07)

<sup>1</sup> Dates are subject to change. Please contact the City Clerk's Office for possible updates.

The fine shall be \$50.00 per day for the first 3 days late and, thereafter, \$500.00 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.

For the reports immediately preceding each primary and general election, the fine shall be \$500.00 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.

For reports reflecting the disposition of surplus funds and/or the final report, the fine is \$50.00 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.

Fines are not allowable campaign expenditures, and must be paid from the candidate's personal funds.

### **INCOMPLETE REPORTS**

(Fla. Stat. § 106.07)

Any report which is deemed to be incomplete by the City Clerk shall be accepted on a conditional basis, and the campaign treasurer shall be notified by registered mail as to why the report is incomplete and be given 3 days from receipt of such notice to file an addendum to the report providing all information necessary to complete the report. Failure to file a complete report after such notice constitutes a violation of Chapter 106.

Note that in lieu of the notice by reregistered mail, the City Clerk's Office may notify the campaign treasurer by telephone that the report is incomplete and request the information necessary to complete the report. If, however, the City Clerk does not receive such information within 3 days after the telephone request, notice shall be sent by registered mail.

### **LIMITATIONS ON CONTRIBUTIONS**

(Fla. Stat. § 106.08)

Any contribution received by a candidate with opposition in an election or by the campaign treasurer or a deputy campaign treasurer of such a candidate on the day of that election or less than 5 days prior to the day of that election must be returned by him or her to the person or committee contributing it and may not be used or expended by or on behalf of the candidate.

### **INCOMPLETE REPORTS**

(Fla. Stat. § 106.07)

**ALL REPORTS MUST BE SENT TO:**

**CITY OF HIALEAH  
OFFICE OF THE CITY CLERK  
501 PALM AVENUE, 3<sup>RD</sup> FLOOR  
HIALEAH, FL 33010**

While we attempt to provide accurate information, **you are legally responsible to ensure that your actions comply with applicable laws and regulations.** Therefore, we strongly urge you to familiarize yourself with Chapter 106, Florida Statutes, entitled Campaign Financing.