



**STATE OF CONNECTICUT
STATE ELECTIONS ENFORCEMENT COMMISSION
20 Trinity Street Hartford, Connecticut 06106—1628**



2016 Filing Calendar

**Municipal Candidate Committees
Organized for the November 8, 2016 Election
(August 9, 2016 Primary)
General Statutes § 9-608**

Type of Report	Period Covered	Filing Deadline
January 10 Filing	10/01/15 through 12/31/15	01/11/16
April 10 Filing	01/01/16 through 03/31/16	04/11/16
July 10 Filing	04/01/16 through 06/30/16	07/11/16
7th Day Preceding Primary Filing Committees of candidates in a primary	07/01/16 through 07/31/16	08/02/16 ¹
30 Days Following Primary Filing Committees of candidates in a primary	08/01/16 through 08/31/16	09/08/16 ^{1,2}
October 10 Filing	09/01/16 through 09/30/16 General election candidate committees of candidates successful in a primary ----- 07/01/16 through 09/30/16 General election candidate committees of candidates not in a primary	10/11/16 ³
7th Day Preceding Election Filing	10/01/16 through 10/30/16	11/01/16 ³
Deficit Filing Committees of candidates unsuccessful in a primary	09/01/16 through 10/31/16	11/07/16 ⁴
Termination Filing Committees of candidates unsuccessful in a primary	09/01/16 through 11/07/16	11/14/16 ⁵
January 10 Filing	10/31/16 through 12/31/16	01/10/17 ⁶
Deficit Filing General Election candidate committees	01/01/17 through 01/31/17	02/07/17 ⁷
Termination Filing General Election candidate committees	01/01/17 through 03/31/17	04/07/17 ⁸

Which Form to File: Committees may use the “Short Form Campaign Finance Disclosure Statement” (SEEC Form 21) when they have not received funds or made or incurred expenditures in excess of \$1,000 from their inception through the close of the reporting period covered by the statement and have not previously filed an “Itemized Campaign Finance Disclosure Statement” (SEEC Form 20). Otherwise, they must use the SEEC Form 20. Committees should keep in mind that if they opt to file SEEC Form 21’s, they will still be required to report *all* activity since inception if and when they receive contributions or make expenditures exceeding the \$1,000 threshold. Reaching the threshold triggers the requirement to file an itemized statement (a “long form” SEEC Form 20).

Type of Report: The “Type of Report” corresponds to the financial disclosure reports required by General Statutes § 9-608 (a).

Period Covered: The “Period Covered” means the dates for which the committee must report all of its financial activity. The period covered must include the financial activity of the committee beginning the first day not included on the last filed financial disclosure statement and must be complete through 11:59 p.m. of the date of the last day covered. For example, the April 10 filing covers all activity starting at 12:00 a.m. on January 1 and ending at 11:59 p.m. on March 31. If the committee came into existence after the beginning of the period covered by the statement, then the period covered must begin on the date the committee first received funds, the date the committee first made or incurred expenditures, or the date the committee registered (whichever is earliest). If the committee has previously filed a SEEC Form 21, then its first filed itemized statement (SEEC Form 20) must cover a period that begins with the committee’s date of inception as the start date.

Filing Deadline: The “Filing Deadline” is the last date on which the committee treasurer may submit his or her disclosure filing. In addition, the disclosure filing *may not be submitted* on or before the last day in the period covered. For example, the April 10 filing may not be submitted on March 31 or earlier, since it must cover the period ending on March 31. The earliest this report may be submitted is April 1. Statements filed after the applicable deadline of the filing period will be subject to a mandatory \$100 civil penalty.

When and Where to File: All candidate committees of candidates running for municipal office file disclosure statements with their local town clerk. Statements are considered timely filed if they are either postmarked by the United States Postal Service on or before the required filing deadline date or delivered by hand to the town clerk by the close of business on or before the required filing deadline date. You should contact the town clerk’s office to find out its business hours.

Footnotes:

1. Only committees of candidates in a primary must file on this date.
2. Any committee of an unsuccessful candidate in the primary that has eliminated any deficit or distributed any surplus may terminate at or before this time by filing a Termination Report in lieu of this report.
3. A candidate committee of an unsuccessful candidate in the primary whose name is not eligible to appear on the general election ballot is not required to file this statement.
4. The committee of a candidate who was not successful in the primary, which still has a deficit as of November 7, 2016 (the 90th day following the August 9, 2016 primary) must file this report, and must thereafter file a Deficit Report on the 7th day of each month in which there was either an increase or decrease of more than \$500 as of the last day of the month preceding the filing measured against the amount of the deficit reported on the last Deficit Report. A Termination Report may be filed in lieu of a Deficit Report if the deficit has been erased and any surplus has been distributed by the last day of the month preceding the filing of a Termination Report.
5. The committee of a candidate who was not successful in the primary and which had a surplus that was not yet reported as distributed must distribute or expend its surplus by November 7, 2016 (the 90th day following the August 9, 2016 primary) and submit a Termination Filing by November 14, 2016.
6. A candidate committee that is ready to terminate at this time may file a Termination Report in lieu of this report. Keep in mind, however, that any candidate committee which has distributed its surplus by December 31, 2016 would have already filed its Termination Report because it is required to terminate within seven days of such distribution. Such a committee that has already filed a termination statement would therefore not need to file the January 10 report.
7. A candidate committee of a candidate on the ballot for the November election which still has a deficit as of February 7, 2017 must file a Deficit Report by February 7, 2017 and must thereafter file a Deficit Report on the 7th day of each month in which there was either an increase or decrease of more than \$500 as of the last day of the month preceding the filing measured against the amount of the deficit reported on the last Deficit Report. A Termination Report may be filed in lieu of a Deficit Report if the

deficit has been erased and any surplus has been distributed by the last day of the month preceding the filing of a Termination Report.

8. A candidate committee of a candidate on the ballot for the November election must distribute or expend any surplus by March 31, 2017 and submit a Termination Report by April 7, 2017 (unless it has begun filing deficit reports). Keep in mind that any candidate committee which has distributed its surplus before March 31, 2017 must terminate within seven days of such distribution. Accordingly, such committee would have already filed its Termination Report and would not need to file the April 7 Termination Report.

If you have any questions about filing requirements, need additional forms, have questions about how to report certain contributions and expenditures, or have questions about other campaign finance laws, please call the State Elections Enforcement Commission at (860) 256-2940 or (866) SEEC-INFO.

PLEASE NOTE: Every effort has been made to ensure that the information contained in this calendar is accurate. If any information in this calendar conflicts with the provisions of the General Statutes, the Statutes shall prevail.