



# LEE COUNTY ELECTIONS

(239) LEE-VOTE (533-8683)

[www.lee.vote](http://www.lee.vote)

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## Reporting for Individuals Seeking a Publicly Elected Position on a Party Executive Committee

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Persons seeking political party positions do not fall within the definition of a “candidate” and are not subject to the provisions of Florida Statutes, Chapter 106 (Campaign Financing) except as provided herein. *Section 106.0702, Florida Statutes.*

Carefully review the information in this guide that will assist a person seeking a position on a party executive committee in the applicability of Florida’s campaign finance guidelines in his/her campaign.

*Contact the Qualifying Department at the Lee County Elections Office (239) LEE-VOTE (533-8683) if you accept a contribution or make an expenditure in the furtherance of your candidacy as a person seeking a position on a party executive committee.*

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### What am I required to do if I receive a contribution or make an expenditure in connection with seeking a publicly elected position on a party executive committee?

- You must file, with the Lee County Supervisor of Elections, a single campaign report on or before the 4<sup>th</sup> day immediately before the August 20, 2024 Primary Election.
- The 4<sup>th</sup> day prior to the election is Friday, August 16, 2024.
- The campaign report will cover October 1, 2023, through August 15, 2024.
- You **are not required to** appoint a campaign treasurer or open a bank account.

## Do I need to notify the Lee County Supervisor of Elections that I have received a contribution or made an expenditure in connection with my campaign?

→ We strongly suggest that you contact our office so we can assist you with any questions you may have regarding the filing of a campaign report by a person seeking a position on a party executive committee.

## How do I file the report?

- Once you contact our office, we will set up an electronic reporting file for your campaign, allowing you to file the required campaign report under Florida statutes.
- You will file the campaign report electronically through the Lee County Campaign Finance Reporting System (CFR System).
- The Lee County Elections Office will provide you with a User ID, Personal Identification Number (PIN), temporary password, and internet link to access the Campaign Finance Reporting System (CFR System).
- You will be required to reset your password upon accessing the CFR System.
- The CFR System will allow you to input the required information for contributions received or expenditures made and submit the required campaign report per Florida law.

## What information does the campaign report need to contain?

→ The campaign report you file must include information on all contributions received and expenditures made from October 1, 2023, through August 15, 2024. For most individuals, reporting will be straightforward and include reporting basic contributions and expenditures. Contributions and expenditures include the use of your personal funds.

However, you are required to report in the same manner as a candidate for public office when your campaign finance activity necessitates the reporting of:

- The full name, address, specific occupation, amount, and date of each person making a contribution. Campaign reports must provide a clear description of the principal type of business conducted for corporations contributing.
- The principal type of business or the occupations are not required if the contribution is \$100 or less or from a relative, provided the relationship is reported.
- You must report the valuation of in-kind contributions. The contributor is responsible for the valuation of the in-kind contribution and must place a fair market value on the contribution.
- The name, address, amount, and date of each political committee making any transfer of funds.
- Full name, address, specific occupation, principal place of business of the lender and endorser, date, and amount of each loan.
- A statement of each contribution, rebate, refund, or other receipts not listed in the item above.
- Full name and address of each person to whom expenditures have been made, along with the amount, date, and clear purpose of the expenditure. Name, address, and office sought by the reporting individual on whose behalf such expenditure was made.

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- Transaction information for each credit card purchase
- Amount and nature of debts and obligations owed by or to the reporting individual, which relate to the conduct of any political campaign
- The amount and nature of any separate interest-bearing accounts or certificates of deposit. Identification of the financial institution in which such accounts or certificates of deposit are located must be identified.
- The campaign report is due before Midnight (11:59 p.m.) August 16, 2024!
- The campaign report is open to public inspection.

## What happens if my report is late?

- Any reporting individual who fails to file a campaign report on the designated due date is subject to an automatic fine of \$50 per day for the first three days late and, thereafter, \$500 per day for each late day.
- The fine cannot exceed 25 percent of the total receipts or expenditures, whichever is greater.
- The Lee County Supervisor of Elections does not have the authority to waive an automatic fine.
- The fine must be paid from personal funds.
- An individual may appeal a fine to the Florida Elections Commission.

## What if my campaign report is incomplete?

- If the Lee County Supervisor of Elections deems a campaign report incomplete, the report will be accepted on a conditional basis.
- The Elections Office will notify the reporting individual of the incomplete campaign report and provide the reason.
- The reporting individual must file an addendum to the incomplete campaign report within seven days of notification. The addendum must include all necessary information to complete the campaign report.

## Are there any exclusions or limits that apply to a person seeking a position on a party executive committee?

- You **are not required** to make expenditures by campaign check drawn on a campaign account.
- No contribution limit exists for a person seeking a position on a party executive committee.
- **EXCEPTION! You may not accept** an aggregate cash contribution or contribution by means of a cashier's check from the same contributor in excess of \$50 per election.
- **You may accept contributions** up to the day your campaign report is due.
- You **are not required** to retain your campaign finance records for any period.
- You **are not required** to use a political disclaimer in your advertising as a person seeking a position on a party executive committee.
- You **may not establish** a petty cash fund.
- You only have to file one campaign report; therefore, **you are not required** to file a termination campaign report at the end of your campaign.
- You **are not required to file** a Statement of Candidate.

## **Is my campaign subject to Internal Revenue Service registration or reporting?**

- ➔ As a person seeking a position on a party executive committee, your campaign may be subject to Internal Revenue Service reporting requirements. It is the responsibility of the individual to contact the Political Organizations Division of the Internal Revenue Service to determine if there are IRS reporting or registration requirements that must be met to ensure compliance with federal campaign finance regulations.
- ➔ Contact the IRS at 1-800-829-1040 for guidance.