



YEAR-END REPORT NOTICE

FEDERAL ELECTION COMMISSION

CONGRESSIONAL COMMITTEES

December 28, 2009

CURRENT REPORT DUE:

REPORTING DATES

REPORT	CLOSE OF BOOKS ¹	REG./CERT. & OVERNIGHT MAILING DEADLINE	FILING DEADLINE
Year-End	12/31/09	01/31/10	01/31/10 ²

PLEASE NOTE: The Commission provides reminders of upcoming filing dates as a courtesy to help committees comply with the filing deadlines set forth in the Act and Commission regulations. Committee treasurers must comply with all applicable filing deadlines established by law, and the lack of prior notice does not constitute an excuse for failing to comply with any filing deadline.

Supplemental Filing Information is available on [page 2 of this notice](#).

¹A reporting period always begins the day after the closing date of the last report filed. If the committee is new and has not previously filed a report, the first report must cover all activity that occurred before the committee registered up through the close of books for the first report due.

²Notice that this filing deadline falls on a weekend. Filing deadlines are not extended when they fall on nonworking days. Accordingly, reports filed by methods other than Registered, Certified or Overnight Mail, or electronically, must be received before the Commission's (or for Senate candidates, the Secretary of the Senate's) close of business on the last business day before the deadline.

SUPPLEMENTAL FILING INFORMATION

WHO MUST FILE

Principal campaign committees of congressional candidates³ (including unopposed candidates and candidates whose names do not appear on the ballot) must file a Year-End Report.⁴ Before a committee can stop filing with the FEC, it must file a termination report with the Commission. Committees must continue to file reports until the Commission notifies them in writing that their termination report has been accepted. See [11 CFR 102.3](#).

METHODS OF FILING REPORTS

Electronic Filing

Reports filed electronically must be received and validated by the Commission by 11:59 p.m. Eastern Time on the filing deadline.

- Web Page: [Electronic Filing Page](#)
- [Campaign Guide for Congressional Candidates and Committees \(Candidate Guide\), pp. 82-84](#) [PDF]

Paper Filing -- Meeting the Filing Deadline

Paper report filing options – Registered, Certified or Overnight or First Class Mail.

- Web Page: [Link to Paper Forms](#) (for downloading and printing)
- [Candidate Guide, p. 81](#) [PDF]

COMPLIANCE

Treasurer Responsibility

Committee treasurers are responsible for both the timeliness and the accuracy of all reports. They may be subject to monetary penalties if reports are inaccurate or are not filed on time.

- [Statement of Policy Regarding Treasurers Subject to Enforcement Proceeding](#) [PDF]
- [Candidate Guide, p. 7](#) [PDF]

Administrative Fine Program

Failure to file reports on time may be subject to civil money penalties up to \$16,000 (or more for repeat late- or non-filers).⁵

- Web Page: [Administrative Fine Program Page](#)
- [Candidate Guide, pp. 81-82](#) [PDF]

2009 REPORTING SCHEDULE

- Web Page: [2009 Reporting Dates Page](#)
- The *Record* [January 2009 issue](#) [PDF]
- [Candidate Guide, pp. 79-80](#) [PDF]

³Generally, an individual becomes a candidate for federal office (and thus triggers registration and reporting obligations) when his or her campaign exceeds \$5,000 in either contributions or expenditures. If the campaign has not crossed the \$5,000 threshold, it is not required to file reports. See also [11 CFR 100.3\(a\)](#).

⁴If a candidate has more than one authorized committee, the principal campaign committee must also file a consolidated report on [Form 3Z](#) [PDF].

⁵Penalties for late-or non-filing of 48-hour notices are based on the amount of contributions not timely disclosed. As a result, these penalties may exceed \$16,000, even for first-time violations.

LOOKING AHEAD TO 2010

REPORTING SCHEDULE FOR 2010

REPORT	CLOSE OF BOOKS ¹	REG./CERT. & OVERNIGHT MAILING DEADLINE	FILING DEADLINE
April Quarterly	03/31/10	04/15/10	04/15/10
July Quarterly	06/30/10	07/15/10	07/15/10
October Quarterly	09/30/10	10/15/10	10/15/10
Pre-General	10/13/10	10/18/10	10/21/10
48-Hour Notices	Period: 10/14/10 – 10/30/10 ---- see info below ----		
Post-General	11/22/10	12/02/10	12/02/10
Year-End	12/31/10	01/31/11	01/31/11

WHO MUST FILE

Campaigns that raise or spend more than \$5,000 for the 2010 election cycle (and thus trigger registration and reporting requirements) must file quarterly reports throughout 2010, even if the candidate plans to retire, withdraws from the race prior to the primary election, loses the primary or drops out of the race prior to the general election. Before a committee can stop filing with the FEC, it must file a termination report with the Commission. Committees must continue to file reports until the Commission notifies them in writing that their termination report has been accepted.

See [11 CFR 102.3](#).

48 HOUR NOTICES ON CONTRIBUTIONS

Notices are required if the committee receives any contribution (including in-kind gifts or advances of goods or services; Loans from the candidate or other non-bank sources; and guarantees or endorsements of bank loans to the candidate or committee) of \$1,000 or more per source, during the period less than 20 days but more than 48 hours before any election in which the candidate is running.

The notices, which may be filed using Form 6, must reach the appropriate federal and/or state filing office(s) within 48 hours of the committee's receipt of the contribution(s).

- Web Page: [Electronic Filing Page](#)
- [Link to Paper Form 6](#) [PDF] (for downloading and printing); and [Form 6 Instructions](#) [PDF]

PRE- AND POST-ELECTION REPORTS

A committee whose candidate participates in a 2010 state primary, nominating convention or runoff election – even if unopposed – must also file a pre-election report 12 days prior to the primary, nominating convention or runoff. The campaign committee of a candidate who participates in the general election must file pre- and post-general election reports.

- Web Page: 2010 Reporting Dates Page – available in late 2009
- The *Record* January 2010 issue [PDF]
- [Candidate Guide, p. 79-80](#) [PDF]

¹See footnote #1, [p. 1 of this notice](#).