



# YEAR-END REPORT NOTICE

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FEDERAL ELECTION COMMISSION

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**PARTIES AND PACS**

December 27, 2011

## CURRENT REPORT DUE:

### SEMI-ANNUAL & MONTHLY FILERS

REPORT	CLOSE OF BOOKS <sup>1</sup>	REG./CERT. & OVERNIGHT MAILING DEADLINE	FILING DEADLINE
Year-End	12/31/11	01/31/12	01/31/12

[Click here for Supplemental Filing Information \(2011\)](#)

[See Page 2 for 2012 Reporting Schedule](#)

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<sup>1</sup> A 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.

## LOOKING AHEAD TO 2012

### QUARTERLY FILING SCHEDULE

REPORT	CLOSE OF BOOKS <sup>1</sup>	REG./CERT. & OVERNIGHT MAILING DEADLINE	FILING DEADLINE
April Quarterly	03/31/12	04/15/12	04/15/12 <sup>2</sup>
July Quarterly	06/30/12	07/15/12	07/15/12 <sup>2</sup>
October Quarterly	09/30/12	10/15/12	10/15/12
Pre-General <sup>3</sup>	10/17/12	10/22/12	10/25/12
Post-General	11/26/12	12/06/12	12/06/12
Year-End	12/31/12	01/31/13	01/31/13

### MONTHLY FILING SCHEDULE

REPORT	CLOSE OF BOOKS <sup>1</sup>	REG./CERT. & OVERNIGHT MAILING DEADLINE	FILING DEADLINE
February	01/31/12	02/20/12	02/20/12 <sup>2</sup>
March	02/29/12	03/20/12	03/20/12
April	03/31/12	04/20/12	04/20/12
May	04/30/12	05/20/12	05/20/12 <sup>2</sup>
June	05/31/12	06/20/12	06/20/12
July	06/30/12	07/20/12	07/20/12
August	07/31/12	08/20/12	08/20/12
September	08/31/12	09/20/12	09/20/12
October	09/30/12	10/20/12	10/20/12 <sup>2</sup>
Pre-General	10/17/12	10/22/12	10/25/12
Post-General	11/26/12	12/06/12	12/06/12
Year-End	12/31/12	01/31/13	01/31/13

[Click here for Supplemental Filing Information \(2012\)](#)

<sup>1</sup>A 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.

<sup>2</sup>Notice that this filing deadline falls on a weekend or federal holiday. 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 committees supporting only Senate candidates, the Secretary of the Senate Public Records Office's) close of business on the last business day before the deadline.

<sup>3</sup>Required only if committee makes contributions or expenditures in connection with the election during the reporting period.

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**FOR INFORMATION, CALL: (800) 424-9530 or (202) 694-1100**

## 2011 SUPPLEMENTAL FILING INFORMATION PACs AND PARTY COMMITTEES

**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.

### WHO MUST FILE

All Party Committees and PACs (Nonconnected Committees and Separate Segregated Funds) must file either semi-annual or monthly reports in 2011. See [11 CFR 104.5\(c\)](#). Before a committee can stop filing with the FEC, it must file a termination report with the Commission. See [11 CFR 102.3](#). Committees must continue to file reports until the Commission notifies them in writing that their termination report has been accepted.

### 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. See [11 CFR 104.5\(e\)](#).

- Web Page: [Electronic Filing Page](#)
- Campaign Guide: [Nonconnected Committees \(Nonconnected\), pp. 51-53](#) [PDF]; [Corporations and Labor Organizations \(SSF\), pp. 49-51](#) [PDF]; [Political Party Committees \(Party\), pp. 69-71](#) [PDF].

#### Paper Filing -- Meeting the Filing Deadline

Paper report filing options – Registered, Certified or Overnight or First Class Mail. See [11 CFR 104.5\(e\)](#).

- Web Page: [Link to Paper Forms](#) (for downloading and printing)
- Campaign Guide: [Nonconnected, pp. 47-48](#) [PDF]; [SSF, pp. 45-46](#) [PDF]; [Party, p. 65](#) [PDF].

### CHANGE IN FILING FREQUENCY

Committees able to change their reporting schedule (for example, from monthly to semi-annually) who wish to do so must notify the Commission in writing and may change their filing frequency no more than once per calendar year. See [11 CFR 104.5\(c\)](#).

- Web Page: [Filing Frequency by Type of Committee](#)
- Campaign Guide: [Nonconnected, p. 51](#) [PDF]; [SSF, p. 49](#) [PDF]; [Party, p. 67](#) [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.

See [11 CFR 104.14\(d\)](#).

- [Statement of Policy Regarding Treasurers Subject to Enforcement Proceeding](#) [PDF]
- Campaign Guide: [Nonconnected, pp. 3-4](#) [PDF]; [SSF, pp. 1-2](#) [PDF]; [Party, pp. 6-7](#) [PDF].

### Administrative Fine Program

Failure to file reports on time may be subject to civil money penalties up to \$17,600 (or more for repeat late- or non-filers). See [11 CFR 111.43\(b\)](#). See generally, [11 CFR 111.30](#).

- Web Page: [Administrative Fine Program Page](#)
- Campaign Guide: [Nonconnected, pp. 48-49](#) [PDF]; [SSF, p. 46](#) [PDF]; [Party, p. 66](#) [PDF].

## DISCLOSURE OF LOBBYIST BUNDLING ACTIVITY

Party committees and Leadership PACs must file [FEC Form 3L](#) [PDF] if they receive two or more bundled contributions from lobbyists/registrants or lobbyist/registrant PACs that aggregate in excess of \$16,200 during the applicable reporting period ([see page 1 of this notice](#)).

See [11 CFR 104.22](#) and [11 CFR 110.17\(e\)](#).

## 2011 REPORTING SCHEDULE

- Web Page: [2011 Reporting Dates Page](#)
- The *Record*: [January 2011 issue](#) [PDF]
- Campaign Guide: [Nonconnected, pp. 49-51](#) [PDF]; [SSF, pp. 46-48](#) [PDF]; [Party, pp. 67-68](#) [PDF].

## 48- AND 24-HOUR REPORTS OF INDEPENDENT EXPENDITURES

Any PAC or Party Committee that makes independent expenditures in 2011 may have to disclose this activity within 48- or 24-hours based upon the date and amount of the expenditure. See [11 CFR 104.4\(b\)\(2\) and \(c\)](#). See generally, [11 CFR 104.4](#).

- Web Page: [2011 special election 48- and 24-hour periods for independent expenditures](#)
- Campaign Guide: [Nonconnected, pp. 72-74](#) [PDF]; [SSF, pp. 65-67](#) [PDF]; [Party, pp. 87-89](#) [PDF].

These reports are not required when a PAC or Party Committee makes a contribution directly to a candidate.

## LOOKING AHEAD TO 2012

### PRE-ELECTION REPORTING

Quarterly filing committees that make contributions or expenditures (including independent expenditures) in connection with an election must also file a pre-election report, if the activity was not previously reported. See [11 CFR 104.5\(c\)\(1\)\(ii\)](#).

- Web Page: 2012 Reporting Dates Page (coming in 2012)
- The *Record*: January 2012 issue [PDF] (coming in 2012)
- Campaign Guide: [Nonconnected, pp. 49-51](#) [PDF]; [SSF, pp. 46-48](#) [PDF]; [Party, pp. 65-66](#) [PDF].

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