



TO: Candidate

RE: City of Norcross, Georgia City Wide General Election, November 8, 2016

FROM: Monique Lang, Superintendent of Elections

DATE: August 15, 2016

Herewith are the necessary documents for the purpose of filing with the City of Norcross as a Candidate for the City Wide General Election to be held Tuesday, November 8, 2016. The City of Norcross is governed by a Mayor and five council members, who are elected at-large by a city-wide popular vote. City elections are non-partisans; i.e. Candidates do not run as members of a particular political party, and their individual party affiliations are not relevant to their positions in city government. Elected officials serve for terms of two (2) years and until their respective successors are elected and sworn in.

The Mayor and City Council determine policies, enact legislation and provide political leadership in the community. Regular Council meetings are held on the first Monday of each month at 6:30 p.m. in the City Hall Council Chambers. The Policy Work Sessions are held on the third Monday of each month starting at 6:30 p.m.

Please review the materials provided for qualifying to run for office in the November elections. Municipal voters will elect three City Council seats. As City Clerk of Norcross, I am the "Qualifying Officer" for the City and will be the person to receive your Notice of Candidacy and Affidavit. Qualifying will be held here at Norcross City Hall beginning Monday, August 15, 2016 at 8:30 a.m. and closing Friday, August 19, 2016 at 4:30 p.m. The qualifying fee for the Council seat is \$243.00.

This packet also contains various informational documents that you may find of value, including the Official Election Schedule.

At the time of qualifying please return only the:

- **Notice of Candidacy and Affidavit (2 pages)**
- **Poll Watcher Confirmation**

Candidates are required by the **Georgia Government Transparency and Campaign Finance Commission** (formerly known as the State Ethics Commission) to complete all required Ethics and Financial Candidacy Forms. Beginning January 2014, candidates and elected officials will be required to file all Campaign Disclosure Reports and Financial Disclosure Statements directly to the City Clerk. Their website address is

<http://www.ethics.ga.gov> and candidates should familiarize themselves with all forms, publications and the requirements of candidacy for public office as timely filing is necessary to avoid fines.

DOI – (Declaration of Intent) to accept Campaign contributions (which must be filed with the Clerk’s office prior to accepting contributions): **All candidates must file the DOI regardless of whether any money will be raised or spent:**

CCDR – (Campaign Contribution Disclosure reports). In 2016 the report must be filed on the following dates and may not be filed prior to the due date (if accepting or expending \$2,500 or more in contributions):

Election Year

- June 30 **no later than** July 8th
- December 31 **no later than** January 6th

AFFIDAVIT OF A CANDIDATE’S INTENT NOT TO EXCEED \$2,500 IN CONTRIBUTIONS AND/OR EXPENDITURES – (completed in lieu of the CCDR) by submitting this form, a candidate affirms the intent not to accept during this election cycle* a combined total of contributions exceeding \$2,500.00 for the campaign nor make a combined total of expenditures exceeding \$2,500. O.C.G.A. §21-5-34 (c).

PFD (Personal Finance Disclosure reports) – A Personal Finance Disclosure must be filed with the Clerk’s office within 15 days of qualifying or significant fines will be imposed. The form may be filed electronically using a PIN number requested from the GGTCFC or by certified or registered mail.

When the Superintendent of Elections receives the prepared documents and qualifying fee, a cash receipt will be presented for the fee paid. Your attention is called to the Pauper’s provisions. A pauper’s affidavit may be filed in lieu of paying the qualifying fee otherwise required by Georgia Election Code and Rules of the State Election Board. Please be aware that all candidate names will be posted on the City’s website. This information is generally requested and published by newspapers as well.

If you would like assistance, need any additional information or have questions, please do not hesitate to contact this office.

Sincerely,

Monique Lang

Monique Lang
Elections Superintendent
mlang@norcrossga.net



1. I desire that my name appear on the ballot as follows:

2. I am running as a nonpartisan candidate

3. I hereby tender cash/check in the amount of \$_____

Name of Bank: _____

Check number: _____

4. I hereby file a Pauper's Affidavit, accompanied by a qualifying petition as prescribed in O.C.G.A. Sec. 21-2-132 (g), in lieu of paying the qualifying fee.

POLL WATCHER NOTICE OF CERTIFICATION

I, _____, a candidate for the City of Norcross General Election to be held on November 8, 2016, understand that I may designate one Poll Watcher and same will be given a letter, with a copy to the City of Norcross Superintendent of Elections at least three days prior to the above stated election, signed by me, stating the Poll Watcher's name as an Official Poll Watcher, address and date of election. Also, I fully understand the rules and regulations governing a Poll Watcher as stated in the Georgia Election Code and Rules of the State Election Board Section 21-2-408.

Date

Candidate

*Sworn to and subscribed before me,
This the _____ day of _____, 2016*

Notary Public

(Seal)

Georgia Government Transparency & Campaign Finance Commission

DECLARATION OF INTENTION TO ACCEPT CAMPAIGN CONTRIBUTIONS

FORM DOI

INCOMPLETE FORMS WILL NOT BE PROCESSED • If form is handwritten, it must be legible.

1	Today's Date: _____	
2	Candidate (full name): _____ Address: _____ City, State, Zip: _____ Telephone (optional): _____ Email : _____	
3	Select Office Type: <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> Municipal Name of Office Sought or Held: _____ (include district, post, or judicial circuit if applicable)	Party Affiliation (optional): <input type="checkbox"/> Democrat <input type="checkbox"/> Non Partisan <input type="checkbox"/> Republican <input type="checkbox"/> Other
4	Incumbent: _____	Next Election Year: _____

Complete sections 5 and 6 ONLY if you have a campaign committee.
This information does not register a campaign committee. (Please use Form RC to register.)

5	Campaign Committee Chairperson (full name): _____ Address: _____ City, State, Zip _____ Email : _____	
6	Treasurer (full name): _____ Address: _____ City, State, Zip _____ Email : _____	

I CERTIFY THAT THIS STATEMENT IS COMPLETE, TRUE AND ACCURATE.

Signature of Candidate

Date

STATEWIDE STATE LEVEL FILERS MAIL TO:

Georgia Government Transparency and Campaign Finance Commission | 200 Piedmont Avenue S.E. | Suite 1402 - West Tower | Atlanta Georgia, 30334

LOCAL LEVEL FILERS: file with your local filing entity.

STATE OF GEORGIA PERSONAL FINANCIAL DISCLOSURE STATEMENT

200 Piedmont Avenue S.E. | Suite 1402 West Tower | Atlanta, GA 30334
| 404-463-1980 | www.ethics.ga.gov

Use Earlier of Post Mark
or Hand Delivered Date

Original Amendment (Enter date of statement being amended) _____

Date of this Statement: _____ Covering Calendar Year: _____

Name of Public Officer or Candidate: _____
First Middle Last

Mailing Address: _____
Street or P.O. Box City County State Zip code

Telephone Number: (Office/Home) _____ (E-Mail) _____

Name of Public Office Held or Sought: _____ Filer ID: _____
(Filer ID that begins with the letter "F")

Check One:

- Elected City or County Officer Candidate for City or County Office

WHO FILES A FINANCIAL DISCLOSURE STATEMENT:

Each public officer holding office in Georgia, and each person who qualifies as a candidate for election as a public officer for one of the offices listed below, and all others on the following list.

- (A) Every constitutional officer;
- (B) Every elected state official;
- (C) The executive head of every state department or agency, whether elected or appointed;
- (D) Each member of the General Assembly;
- (E) Every elected county official, every elected county or area school superintendent, and every elected member of a county or area board of education; and
- (F) Every elected municipal officer.

WHEN TO FILE A FINANCIAL DISCLOSURE STATEMENT:

Public Officer: A Financial Disclosure Statement is filed not before January 1 and not later than July 1 of each year that a public officer holds office (except the year of election). The information to be provided shall be that from the preceding calendar year.

If the public officer chooses not to run for re-election or for another public office no Financial Disclosure Statement need be filed in the year qualifying to succeed him takes place. A public officer shall not be deemed to hold the office in a year in which the public officer holds office for less than 15 days.

Candidate for Public Office: A Financial Disclosure Statement covering the period of the preceding calendar year shall be filed no later than the fifteenth day following the date of qualifying as a candidate. Candidates for state wide office file not later than seven days after qualifying for office. Only one Financial Disclosure Statement is required per calendar year.

Special requirements for State Wide Candidates: Candidates for a public office elected state wide must file their Financial Disclosure Statements not later than seven days after qualifying or filing a notice of candidacy. State wide candidates must disclose more information than other candidates for public office and the additional disclosure sections required of state wide candidates must be completed in the year of election filing.

WHERE TO FILE A FINANCIAL DISCLOSURE STATEMENT:

State /Statewide Office: Georgia Government Transparency & Campaign Finance Commission

County: County Election Superintendent

Municipality: City Clerk or Chief Executive Officer

SECTION I MONETARY FEES

RECEIVED

(This section to be completed by Public Officers only)

Identify each monetary fee or honorarium accepted from speaking engagements, participation in seminars, discussion panels, or other activities that directly relate to the official duties of, or to the office of the public officer, with a statement identifying the fee or honorarium and the person from whom it was accepted. (You may attach additional sheets of paper if necessary.)

I received:

- No monetary fee or honorarium.
- Monetary fee(s) or honoraria as shown below.

**Identify Fee or Honorarium
And Amount Accepted**

Identifying Information of Person from Who Accepted

**SECTION II FIDUCIARY
POSITIONS**

Name all fiduciary positions held by the candidate for public office or the public officer at any time during the covered year. (You may expand this section if necessary to include all positions.) A **fiduciary position** is any position imposing a duty to act primarily for another's benefit as officer, director, manager, partner, guardian, or other designations of general responsibility of a business entity. A fiduciary position may be a paid or unpaid position. A **business entity** is any corporation, sole proprietorship, partnership, limited partnership, limited liability company, limited liability partnership, professional corporation, enterprise, franchise, association, trust, joint venture, or other entity, whether profit or nonprofit. (You may attach additional sheets of paper if necessary.)

I held:

- No fiduciary positions in any business entity.
- Fiduciary positions in the following business entity(ies).

IDENTIFY:

1. Title of each position.
2. Name and address of business entity.
3. Principal activity of each business entity.

Business entity #1

Business entity #2

Business entity #3

Business entity #4

SECTION III
DIRECT OWNERSHIP INTERESTS IN BUSINESS ENTITY

Direct ownership interest is the holding or possession of good legal or rightful title of property or the holding or enjoyment of real or beneficial use of the property by any person and includes any interest owned **or** held by a spouse of the person if such interest is held jointly or as tenants in common between the person and spouse.

Identify the name, address and principal activity of any business entity and the office held by and the duties of the candidate for public office or public officer within a business entity any time during the covered year in which a direct ownership interest: (A) Is more than 5 percent of the total interest in the business; or (B) Has a net fair market value of more than \$5,000.00. (You may attach additional sheets of paper if necessary.)

I held:

- No direct ownership interests in any business entity.
- Direct ownership interests in the following business entity(ies).

IDENTIFY:

1. Name and address of business entity.
2. Principal activity of business entity.
3. The office held by the candidate or the public officer within the business entity.
4. The duties of the candidate or the public officer within such business entity.

Business entity #1

Ownership Interests

Check One or Both If Applicable

- Ownership interest is more than 5%
- Ownership interest has a net fair market value of more than \$5,000.00

Business entity #2

- Ownership interest is more than 5%
- Ownership interest has a net fair market value of more than \$5,000.00

Business entity #3

- Ownership interest is more than 5%
- Ownership interest has a net fair market value of more than \$5,000.00

Business entity #4

- Ownership interest is more than 5%
- Ownership interest has a net fair market value of more than \$5,000.00

Business entity #5

- Ownership interest is more than 5%
- Ownership interest has a net fair market value of more than \$5,000.00

SECTION IV
DIRECT OWNERSHIP INTERESTS IN REAL PROPERTY

Direct ownership interest is the holding or possession of good legal or rightful title of property or the holding or enjoyment of real or beneficial use of the property by any person and includes any interest owned **or** held by a spouse of the person if such interest is held jointly or as tenants in common between the person and spouse.

Identify each tract of real property in which the candidate for public office or public officer has a direct ownership interest as of December 31 of the covered year when that interest has a fair market value in excess of \$5,000.00. "Fair market" value means the appraised value of the property for ad valorem tax purposes. (You may attach additional sheets of paper if necessary.) Check one box to show the applicable valuation range for each tract.

I had:

- No ownership interests with a fair market value in excess of \$5,000.00
- Ownership interests with a fair market value in excess of \$5,000.00

IDENTIFY:

1. County where property is located.
2. State where property is located.
3. General description of property (give street address or location, size of tract, and nature or use of property).

Property #1

The Value of this tract is

- Between \$5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

Property #2

The Value of this tract is

- Between \$5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

Property #3

The Value of this tract is

- Between \$5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

Property #4

The Value of this tract is

- Between \$5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

Property #5

The Value of this tract is

- Between \$5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

SECTION V
SPOUSE'S DIRECT OWNERSHIP INTERESTS IN REAL PROPERTY

Identify each tract of real property in which the filer's spouse has a direct ownership interest as of December 31 of the covered year when that interest has a fair market value in excess of \$5,000.00 (You may attach additional sheets of paper if necessary.) Check one box to show the applicable valuation range for each tract.

My spouse had:

- No ownership interests with a fair market value in excess of \$ 5,000.00
- Ownership in the following tracts with a fair market value in excess of 5,000.00

IDENTIFY:

1. County where property is located.
2. State where property is located.
3. General description of property (give street address or location, size of tract, and nature or use of property).

Property #1

The Value of this tract is

- Between \$5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

Property #2

The Value of this tract is

- Between \$5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

Property #3

The Value of this tract is

- Between \$5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

Property #4

The Value of this tract is

- Between \$5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

Property #5

The Value of this tract is

- Between \$5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

**SECTION VI
EMPLOYMENT AND FAMILY MEMBERS**

Filer's Occupation _____
Filer's Employer _____
Employer's Address _____
Employer's Principal Activity _____

Filer's Spouse's Name _____
Spouse's Occupation _____
Spouse's Employer _____
Address of Spouse's Employer _____
Principal Activity of Spouse's Employer _____

**SECTION VII
INVESTMENT INTERESTS**

List the name of any investment (do not list individual stocks and bonds that are held by mutual funds), in which the filer (either individually or with any other legal or natural person or entity) owns a direct ownership interest that:

1. Is more than 5 percent of the total interests in such business or investment, or
2. Has a net fair market value of more than \$5,000.00.

Business or Investment Entity #1
Name _____

Business or Investment Entity #2
Name _____

Business or Investment Entity #3
Name _____

Business or Investment Entity #4
Name _____

**SECTION VIII
KNOWN BUSINESS OR INVESTMENT INTERESTS OF SPOUSE AND DEPENDENT CHILDREN**

Identify any business or investment known to the filer in which the filer's spouse or dependent children have a direct ownership interest (either individually or with any other legal or natural person or entity) which interest:

1. is more than 5 percent of the total interest in the business or investment,
2. has a net fair market value exceeding \$10,000.00, or
3. is one in an entity for which the filer's spouse or a dependent child serves as an officer, director, equitable partner, or trustee.

(Do not list individual stocks and bonds that are held by mutual funds.)

Business or Investment Entity #1
Name _____

Business or Investment Entity #2
Name _____

Business or Investment Entity #3
Name _____

Business or Investment Entity #4
Name _____

SECTION IX
ANNUAL PAYMENTS RECEIVED
FROM THE STATE OF GEORGIA
(This section to be completed by Public Officers only)

Identify all annual payments in excess of \$10,000.00 received by the public officer, or by any business entity identified in Section III above, from the State or any agency, department, commission or authority created by the State, and authorized and exempted from disclosure under O.C.G.A. § 45-10-25.

I received:

- No annual payments in excess of \$10,000.00 from any State entity.
- Annual payments in excess of \$10,000.00 from the below named State entity(ies).

IDENTIFY:

1. Name and address of State entity making the payments.
2. Amount of annual payment.
3. The general nature of the consideration rendered for the payment(s).

State entity source #1

State entity source #2

VERIFICATION BY OATH OR AFFIRMATION

State of Georgia _____ County of _____

I, the undersigned, being duly sworn (affirm), depose and say that the information in this statement is complete, true, and correct.

Sworn to and subscribed before me on
_____, 20____.

Signature of Notary Public

Signature of Candidate or Public Officer

PENALTIES: Any person who knowingly fails to comply with or who knowingly violates any of the provisions of the Ethics in Government Act shall be guilty of a misdemeanor.

My Commission expires _____.

2016 Elections and Voter Registration Calendar

2016 Election Event Dates:

Key Dates:

Monday, August 15, (8:30am) – Friday, August 19, 2016 (4:30pm)	Municipal Qualifying period for general election candidates. O.C.G.A. §§ 21-2-132; 21-2-153
Tuesday, September 6, 2016	Last day to file and publish a notice of intention to be a write-in candidate in the general/special election. O.C.G.A. §21-2-133 (a)
Tuesday, September 20, 2016	Earliest day for a registrar to mail an absentee ballot for the General Election/November Special Election O.C.G.A. § 21-2-384 (a)
Tuesday, October 11, 2016	Last day a person may register and be eligible to vote in the general/special election and runoff. O.C.G.A. §21-2-224 (a)
Monday, October 17, 2016 8:30 am – 4:30 pm	Advance Voting for general election begins. O.C.G.A. § 21-2-385 (d) (1)
Friday, November 4, 2016 8:30 a.m. – 4:30 p.m.	Advance Voting for general election ends. O.C.G.A. § 21-2-385 (d) (1)
Tuesday, November 8, 2016 7:00 a.m. – 7:00 p.m.	General Election O.C.G.A. § 21-2-9(c)

CONGRATULATIONS on becoming a candidate!

Did you know as a candidate you have registration, reporting, and recording keeping requirements? Did you know, if you fail to timely file, you could be subject to statutory late fees?

We have provided for you an educational planner. Enclosed is a break down of registration forms and reporting requirements to assist you in achieving compliance with the ACT. You can keep track of pertinent facts and dates; manage your day; and stay on top of your to-do lists.

THANK YOU for choosing the Georgia Government Transparency & Campaign Finance Commission (GGT & CFC) planner to help you have a well-organized and successful year.

For more information, please visit us at www.ethics.ga.gov

GGT & CFC FACTS

How Do You Achieve Candidate Status?

For the purposes of reporting, a candidate is a filer in an Election Year. There are four ways you can achieve candidate status for the purposes of reporting. Ask yourself...

- Have you filed a [Declaration of Intention to Accept Campaign Contributions form?](#)
- Have you qualified for election or qualified for nomination for election?
- Have you received [contributions](#) or made [expenditures](#) designed to bring about your election or nomination for election?
- Have you authorized a [campaign committee](#) to receive contributions or make expenditures designed to bring about your election or nomination for election?

All of these actions confer candidate status. If you answered YES to any of the questions above, even if you have not yet formally qualified as a candidate, you are required to file Campaign Contribution Disclosure Reports. The definition by the ACT for Candidate is found under O.C.G.A. 21-5-3(4).

Now That I Have Achieved Candidate Status... What's Next?

If you have not done so already, file a [Declaration of Intention to Accept Contributions – Form DOI](#)
Reference: O.C.G.A. § 21-5-30 (g)

Anyone who is not already a public officer and who plans to run for public office must file a Declaration of Intention to Accept Campaign Contributions BEFORE accepting such contributions. No such declaration is required of persons who are public officers and who plan to run for the same public office they currently hold. Form DOI is filed with the Commission if you are running for state/statewide office and with your local filing entity if running for a local office.

If you are filing at a state/statewide level, file a [PIN Application for e-filing CCDR & PFD \(Candidates / Elected Officials\)](#)

This form allows access to the Commission's online e-Filing system for Campaign Contribution Disclosure Reports and Personal Financial Disclosure Statements. [Form CCDR/PFD PIN Application is filed with the Commission by State and Statewide filers only.](#) Once the application has been processed by Commission staff, you will receive two emails: one that has a Filer ID that starts with the letter "C" to file your CCDRs and one that has a Filer ID that starts with the letter "F" to file your PFD.

File a form for [Choosing Option of Separate Accounting - Form COOSA](#)
Reference: O.C.G.A. § 21-5-43 (a) (2)

A candidate who wishes to accept contributions for more than one election at a time shall separately account for such campaign contributions and shall file an "Option to Choose Separate Accounting" form with the Commission prior to accepting contributions for any election other than the candidate's next upcoming election. A candidate is only required to file one Form COOSA which shall be utilized for all subsequent elections to the same office, regardless of whether an election occurs in a new election cycle.

Do I Need To Form A Candidate Committee?

If you have designated someone to file your reports or if anyone is collecting your contributions or expending your contributions, you have a campaign committee.

File a [Registration Form for a Candidate's Campaign Committee -Form RC.](#)

Reference: O.C.G.A. § 21-5-3(2) and O.C.G.A. § 21-5-30(b)

The term “campaign committee” as it relates to the candidate means the candidate, person(s) or committee which accepts contributions or makes expenditures for the purpose of bringing about the nomination or election of an individual to any elected office. If a candidate has a campaign committee, the name and address of the committee, its chairperson, treasurer and the candidate must be registered with the Commission prior to accepting any contributions. Any substantive changes to registration information of a committee must be updated with the Commission within 7 business days.

- “Registration Form for a Candidate’s Campaign Committee” is filed with the Commission.
- No candidate may have more than one campaign committee.
- No contributions may be accepted at any time there is a vacancy in either the position of chairperson or treasurer. One person may serve as both chairperson and treasurer.

When a candidate is elected to office, the candidate’s campaign committee registration will remain in effect as long as the candidate remains in office until and unless the registration is canceled by the campaign committee or the candidate.

Campaign Record Keeping

Detailed records must be kept of all contributions received and expenditures made. Records must be maintained by the candidate or treasurer of a campaign committee and may be inspected by the Commission at any time. The right of inspection may be enforced by the Courts in the State of Georgia. Records of the accounts kept by a candidate or candidate’s committee are required to be preserved for three years from the termination date of the candidate’s campaign. However, since public disclosures are maintained for not less than five years, candidates are advised to keep records for at least five years.

Contributions of money received by the candidate or the candidate’s campaign committee must be promptly deposited in a **separate campaign depository account** (*separate from the personal banking account of the candidate*) opened and maintained for this purpose. The account may be an interest bearing account and any interest earned will be deemed a contribution to the campaign committee; interest earned is not payable to the candidate.

Use of Campaign Funds

Ordinary and Necessary - O.C.G.A. § 21-5-3 (18)

Ordinary and necessary expenses shall include, but shall not be limited to, expenditures made during the reporting period for qualifying fees, office costs and rent, lodging, equipment, travel, advertising, postage, staff salaries, consultants, files storage, polling, special events, volunteers, reimbursements to volunteers, repayment of any loans received except, as restricted under subsection (i) of Code Section 21-5-41, contributions to nonprofit organizations, flowers for special occasions, which shall include, but are not limited to, birthdays and funerals, attorney fees connected to and in the furtherance of the campaign, and all other expenditures contemplated in Code Section 21-5-33.

Disposition of Contributions - O.C.G.A. § 21-5-33

Contributions to a candidate, a campaign committee, or a public officer holding elective office and any proceeds from investing such contributions shall be utilized only to defray ordinary and necessary expenses, which may include any loan of money from a candidate or public officer holding elective office to the campaign committee of such candidate or such public officer, incurred in connection with such candidate's campaign for elective office or such public officer's fulfillment or retention of such office.

All contributions received by a candidate or such candidate's campaign committee or a public officer holding elective office in excess of those necessary to defray expenses may only be used as follows:

- Contribution to a charitable organization;
- Transfer to national, state, or local committee of any political party;
- Pro rata repayment to persons making such contribution;
- Use in future campaigns for the same office;
- Repayment of any prior campaign debt.

Anonymous Contribution

Anonymous contributions are prohibited. Any cash contribution received by a candidate who fails to record the name and address of the contributor and the amount of the contribution is an anonymous contribution.

If an anonymous contribution is received it must be transmitted to the Office of Treasury and Fiscal Services 200 Piedmont Ave, Suite 1202 West Tower, Atlanta, GA 30334. Telephone # (404) 656-2168. The recipient must also notify the Commission of the receipt of the contribution and its subsequent transmittal to the office of Treasury and Fiscal Services.

Maximum Contribution Limits

The Act, specifically O.C.G.A. § 21-5-41(k) directs the Commission to raise or lower the maximum contribution limits set forth in O.C.G.A. § 21-5-41 by \$100 increments based on inflation or deflation as determined by the Consumer Price index published by the US Dept. of Labor's Bureau of Labor Statistics. Such limitations shall apply until they subsequently reviewed by the Commission.

No person, corporation, political committee, or political party shall make, and no candidate or campaign committee shall receive from any such entity, contributions to any candidate for state-wide elected office which in the aggregate for an election cycle exceed:

Candidates for State-Wide Offices

(Statewide candidates include: Governor, Attorney General, Commissioner of Agriculture, Commissioner of Insurance, Commissioner of Labor, Lieutenant Governor, Public Service Commission, Secretary of State, State School Superintendent, Judges of Supreme Court and Judges of Court of Appeals.)

- Six thousand three hundred dollars (\$6,300.00) for a primary election
- Three thousand seven hundred dollars (\$3,700.00) for a primary run-off election
- Six thousand three hundred dollars (\$6,300.00) for a general election
- Three thousand seven hundred dollars (\$3,700.00) for a general run-off election

Candidates for All Other Offices

- Two thousand five hundred dollars (\$2,500.00) for a primary election
- One thousand three hundred dollars (\$1,300.00) for a primary run-off election
- Two thousand five hundred dollars (\$2,500.00) for a general election
- One thousand three hundred dollars (\$1,300.00) for a general run-off election

Reporting Requirements

Affidavit of a Candidate's Intent Not to Exceed \$2,500.00 in Contributions and/or Expenditures: A candidate for nomination or election to a public office or the chairperson or treasurer of a campaign committee organized to bring about the nomination or election of such candidate signs and files with the appropriate official. A written notice that such candidate or campaign committee does not intend to accept during such election cycle a combined total of contributions exceeding \$2,500.00 for the campaign nor make a combined total of expenditures exceeding \$2,500.00 for the campaign in such election cycle.

Affidavit of Incumbent Not Seeking Re-Election: This affidavit is filed by incumbents who choose not to seek reelection in their election year. Once filed, the incumbent files according to the non-election year filing schedule.

Campaign Contribution Disclosure Report (CCDR): A CCDR is a report filed with the appropriate filing office by a candidate; public official; or the chairperson or treasurer of a campaign committee setting forth all expenditures and contributions. Itemize all contributions and expenditures more than \$100.00 and aggregate totals of all contributions and expenditures \$100.00 or less.

Personal Financial Disclosure Statement (PFD): Every public officer and every candidate for election as a public officer must file a PFD covering the period of the preceding calendar year. Only one PFD is required per calendar year.

Two Business Day Report (TBD): The TBD Report addresses the period of time between the last report due prior to the date of any election for which the candidate is qualified and the date of the election. The TBD Report requires the disclosure of all contributions (including loans) of \$1,000.00 or more and must be reported within two-business days of receipt of the contribution. Don't forget that the contribution must be reported on the next succeeding regularly scheduled Campaign Contribution Disclosure Report also.

A TBD must be sent by facsimile or electronic transmission (eFile) within two business days of receipt of contribution. Any facsimile filing shall also have an identical electronic filing within five business days following the transmission of such facsimile filing. Local filers should submit the TBD report to their local filing office. State/Statewide filers should file with the Commission.

Termination Statement: All campaigns and committees must file a termination statement within ten days of the dissolution of a campaign or committee which shall, among other things, identify the person responsible for maintaining campaign records as required by the Act. The termination statement shall be submitted with a final Campaign Contribution Disclosure Report which identifies a zero balance and zero indebtedness. This report is called the Final Report & Termination Statement.

FILING SCHEDULE

File schedule for CCDRs (Local Candidates)

- Less than \$2,500.00—File the Affidavit of A Candidate's Intent Not To Exceed \$2,500.00 in Contributions and/or Expenditures.
- More than \$2,500.00 but Less than \$5,000.00—File June 30th and October 25th reports each
- More than \$5,000.00—File all reports as prescribed by the ACT.

File schedule for CCDRs (Local Candidates)

In an [Election Year](#), Campaign Contribution Disclosure Reports are due January 31, March 31, June 30, September 30, October 25, and December 31. Campaign Contribution Disclosure Reports (other than during a Run-Off) have a five day grace period.

If you are in a [Run-Off Election](#), you are required to file a Campaign Contribution Disclosure Reports 6 days before the run off. A Run-Off report has a two day grace period.

If you are in a [Special Election](#), you are required to file a Campaign Contribution Disclosure Reports 15 days before the Special Election and again December 31. A Personal Financial Disclosure Statement is due not later than 15 days after you qualify; unless you are running for a Statewide position which then your Personal Financial Disclosure Statement is due not later than 7 days after you qualify. A Personal Financial Disclosure Statement does not have a grace period.

In a [Non-Election Year](#), Campaign Contribution Disclosure Reports are due January 31 and June 30. A Personal Financial Disclosure Statement is due between January 1 and July 1.

Late Fees

Graduated late fees of \$125, \$250 and \$1,000 are imposed by the person or entity with which filing is required for failure to timely file CCDRs and PFDs:

- A \$125.00 filing fee is imposed on the first day a report is late.
- An additional \$250.00 if not filed by the 15th day after the due date of the report.
- An additional \$1,000.00 if not filed by the 45th day after the due date of the report.

CCDR Late Fees CAN be paid from campaign funds. PFD Late Fees CANNOT be paid from campaign funds.

Civil Penalties

A civil penalty can be assessed by the commission in a consent order and cannot be paid with campaign funds:

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Have additional questions? Contact us!

GEORGIA GOVERNMENT TRANSPARENCY
& CAMPAIGN FINANCE COMMISSION

200 Piedmont Ave
Suite 1402-West Tower
Atlanta GA 30334

404-463-1980 Phone
404-463-0229 Fax
1-866-589-7327 Toll Free
GAethics@ethics.ga.gov
www.ethics.ga.gov