Memo

TO: Prospective Candidates for the 2025 City of Norcross General Election

FROM: Monique Philip, Superintendent of Elections

RE: Candidate Information and Required Documents for the 2025 Elections

DATE: April 25, 2025

Attached are the documents you'll need if you plan to run for office in the City of Norcross General Election on Tuesday, November 4, 2025.

The City of Norcross is led by a Mayor and five Council Members, who are all elected by voters across the city. These elections are non-partisan, and party affiliation does not impact their role in city government. Elected officials serve a four (4) year term until their successors are elected and sworn in.

The Mayor and Council are responsible for making city policies, passing local laws, and providing leadership for the community.

- Council meetings are held on the first Monday of each month at 6:30 p.m. in the Council Chambers at City Hall.
- Policy Work Sessions are held on the third Monday of each month at 6:30 p.m. in the community room on the second floor of City Hall.

This year, voters will elect the Mayor and two (2) City Council members.

As the City Clerk, I serve as the Qualifying Officer for this election and will receive your Notice of Candidacy and Affidavit if you choose to run.

Candidate Qualifying Dates:

- Starts: Monday, August 18, 2025, at 8:30 a.m.
- Ends: Wednesday, August 20, 2025, at 4:30 p.m.
- Location: Norcross City Hall, 2nd floor

The Qualifying Fees are as follows:
Mayor: $540
City Council: $360

Also included in this packet are helpful documents, including the Official Election Schedule.

If you have any questions or need assistance, please get in touch with me. We are here to support you throughout your candidacy.

At the time of qualifying, please return the following forms:

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

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 must file all Campaign Disclosure Reports and Financial Disclosure Statements directly with 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 new candidates must file the DOI regardless of whether any money will be raised or spent.**

CCDR – (Campaign Contribution Disclosure Reports). 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		**Non-Election Year**	
Reporting Period	**Due Date/Grace Period**	**Reporting Period**	**Due Date/Grace Period**
January 1- January 31, 2025	January 31, 2025, ***no later than 2/7/25***		
February 1 – April 30, 2025	April 30, ***no later than May 7, 2025***		
May 1 – June 30, 2025	June 30, 2025, **no later than July 8, 2025**	January 1 – June 30, 2025	June 30, 2025, **no later than July 8, 2025**
August 1 – September 30, 2025	September 30, 2025, ***no later than October 7, 2025***		
October 1 – October 25, 2025	October 25, 2025, ***no later than November 3, 2025***		
October 26 – December 31, 2025	December 31, 2025, no **later than January 8, 2025**	July 1 – December 31, 2025	December 31, 2025, **no later than January 8, 2025**

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 a combined total of contributions exceeding $2,500.00 for the campaign during this election cycle 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 requested from the GGTCFC or by certified or registered mail and filed by incumbents only.

RC – REGISTRATION FORM FOR A CANDIDATE CAMPAIGN COMMITTEE
You have a campaign committee if you have designated someone to file your reports or if anyone is collecting or expending your contributions. File a Form RC for a candidate's Campaign Committee.

The term "campaign committee" as it relates to the candidate means the candidate, person(s), or committee that accepts contributions or makes expenditures to bring 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. One person may serve as both chairperson and treasurer.

No contributions may be accepted whenever there is a vacancy in either the chairperson or treasurer positions. No candidate may have more than one campaign committee.

Registration Form for a Candidate's Campaign Committee is filed with the Commission.

When the Superintendent of Elections receives the prepared documents and the qualifying fee, a cash receipt for the fee paid will be presented.

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 the Georgia Election Code and the Rules of the State Election Board.

Please be aware that all candidate names will be posted on the city's website. Newspapers generally request and publish this information as well.

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

Sincerely,

Monique Philip

Monique Philip,
Elections Superintendent

TO: Monique Philip
Superintendent of Elections
of the City of Norcross County/Municipality
State of Georgia

NOTICE OF CANDIDACY AND AFFIDAVIT
(COUNTY/MUNICIPALITY)

I, the undersigned, being first duly sworn on oath, do depose and say: my name is_____

_____;

my residence address is _____
(Street Number) (Street)

_____;
(City) (County) (State) (Zip Code)

my post office address is_____;

my telephone number is_____ ;
(Mobile) (Home)

my profession, business, or occupation (if any) is_____;

the name of my precinct is Municipal/City Hall Precinct; I am an elector of the county/municipality of my residence eligible to vote in the election in which I am a candidate; the name of the office I am seeking is

_____; my date of birth is_____; as of the general electon for this office,
(Circuit, District, or Post if Applicable)

I will have been a legal resident of the State of Georgia for _____ consecutive years; a legal resident of _____ county for _____ consecutive years; a legal resident of my district (if applicable) for _____ consecutive years; and a legal resident of my circuit (if applicable) for _____ consecutive years; I am a citizen of the United States;

I am eligible to hold such office; that I am a candidate for such office in the _____ to be held on the
(Election)
_____day of _____, 20_____ ;

I have never been convicted and sentenced in any court of competent jurisdiction for fraudulent violation of primary or election laws, malfeasance in office, or felony involving moral turpitude or conviction of domestic violence under the laws of this State, any other State, or of the United States, or, if so convicted that my civil rights have been restored; and at least ten years have elapsed from the date of completion of the sentence without subsequent conviction of another felony involving moral turpitude; I am not a defaulter for any federal, state, county, municipal, or school system taxes required of such officeholder or candidate if such person has been finally adjudicated by a court of competent jurisdiction to owe those taxes, but such ineligibility may be removed at any time by full payment thereof, or by making payments to the tax authority pursuant to a payment plan, or under such other conditions as the General Assembly may provide by general law (pursuant to Ga. Const. Art. II, Sec. II, paragraph III); I will not knowingly violate any provisions of the Georgia Election Code (O.C.G.A. § 21-2) or of the rules or regulations adopted thereunder.

I understand that any false statement knowingly made by me in this Notice of Candidacy and Affidavit will subject me to criminal penalties as provided by law and I hereby request you to cause my name to be placed on the ballots to be used in such election as a candidate for the office I am seeking.

_____
(Signature of Candidate)

Sworn to and subscribed before me this _____ day of _____, 20_____.

_____
(Notary Public)

My Commission Expires_____

(Required by Ga. Election Code O.C.G.A. § 21.2.132.)

I desire that my name appear on the ballot as follows (the surname of the candidate shall be as it appears on the candidate's voter registration card) :

_____
(Please Print)

Should I be elected, I desire that my name appear on official documents as follows:

_____
(Please Print)

(over)

Check only one

1. □ I am running in a special election for a partisan office and my party affiliation is _____.

■ I am running as a nonpartisan candidate.

□ I am running as an independent candidate.

□ I am running to be the nominee of the _____Party (Body) nominated by:

☐ Convention;

☐ Other (Specify method of nomination and statute and party rule governing and allowing such method of nomination):

_____

_____

_____

2. ☐ I am required to file the above Notice followed by a nomination petition containing at least_____ valid signatures due _____, _____.

☑ I am not required to submit a nomination petition pursuant to O.C.G.A. § 21-2-132, because I am:

☑ Running as a nonpartisan candidate.

☐ Running as an incumbent.

☐ Running in a special election.

☐ Running for a state-wide office nominated by a duly constituted political body convention.

3. ☐ I hereby tender check/money order in the amount of $_____.

NAME OF BANK:_____

CHECK NUMBER:_____

In the event that a candidate pays his or her qualifying fee with a check that is subsequently returned for insufficient funds, the superintendent shall automatically find that such candidate has not met the qualifications for holding the office being sought, unless the bank, credit union, or other financial institution returning the check certifies in writing by an officer's or director's oath that the bank, credit union, or financial institution erred in returning the check as prescribed in O.C.G.A. § 21-2-6(d).

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

NOTE: CANDIDATES FOR THE FOLLOWING OFFICES MUST FILE AN ADDITIONAL AFFIDAVIT IN ACCORDANCE WITH THE LISTED CODE SECTION AND MAY HAVE OTHER REQUIREMENTS IN ORDER TO BE QUALIFIED TO SEEK OFFICE. CANDIDATES SHOULD REVIEW THE QUALIFICATIONS FOR THE OFFICE FOR WHICH THEY OFFER FOR ELECTION CAREFULLY.

CLERK OF SUPERIOR COURT	O.C.G.A. § 15-6-50(b)(2)
JUDGE OF THE PROBATE COURT	O.C.G.A. § 15-9-2(a)(2)
SHERIFF	O.C.G.A. § 15-16-1(c)(2)
CORONER	O.C.G.A. § 45-16-1(b)(2)
TAX RECEIVER	O.C.G.A. § 48-5-210(b)(2)
TAX COLLECTOR	O.C.G.A. § 48-5-210(b)(2)
TAX COMMISSIONER	O.C.G.A. § 48-5-210(b)(2)

POLL WATCHER NOTICE OF CERTIFICATION

I,_____, a candidate for the City of Norcross General Election to be held on November 4, 2025, understand that I may designate one Poll Watcher, and the same will be given a letter, with a copy to the City of Norcross Superintendent of Elections at least three days before 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_____, 2025

_____

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: ☐ State ☐ County ☐ Municipal

Name of Office Sought or Held: _____
(include district, post, or judicial circuit if applicable)

Party Affiliation (optional):
☐ Democrat ☐ Non Partisan
☐ Republican ☐ 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.

Newly Elected Officials Mandated Training

The Georgia General Assembly passed legislation (O.C.G.A. 36-45-1) requiring all persons elected as members of a municipal governing authority who were not serving as members of a municipal governing authority on July 1, 1990, to attend and satisfactorily complete a training program specifically designed for newly elected municipal officials. The Georgia Municipal Association and the University of Georgia's Carl Vinson Institute of Government are pleased to provide this required training to Georgia's newly elected municipal officials.

The Newly Elected Officials Institute provides an opportunity for mayors and councilmembers to increase their knowledge and understanding of city government, especially as it relates to the role and responsibility of the elected official. The training provides information designed to increase the awareness of city officials' legal, financial, and ethical responsibilities. Further, the course provides six hours of credit toward the voluntary training certificate program available through the Municipal Training Institute.

Municipal elected officials who have served before and have been reelected are required to take the Newly Elected Officials Institute again if they have been out of office for more than four years.

The Newly Elected Officials Institute is offered annually, generally in February or March.

For more information on GMA training opportunities, please visit the Georgia Municipal Association website: Newly Elected Officials Institute | Georgia Municipal Association

Sec. 204-6. Signs specifically prohibited.

The following signs, in addition to all other signs not expressly permitted by this article, are prohibited in all zoning districts and shall not be erected, or maintained:

(1) Signs that are structurally unsound, unsafe, or hazardous to traffic or pedestrians.

(2) Permanent signs built of non-durable materials, such as corrugated plastic, paper, etc.

(3) Roof signs.

(4) Signs that move or give the appearance of moving, including sky dancers, pennants, streamers, or banners in excess of 32 square feet.

(5) Streamers, inflatable objects, and gas filled devices, other than permitted temporary signs.

(6) Flashing signs and signs containing any flashing or running lights, strobe lights, or lights creating an illusion of movement.

(7) Signs which imitate or may be easily confused with official traffic and government signs.

(8) Portable signs, except as permitted in section 204-17, vehicle signs.

(9) Multi-faced "V"-shaped signs with angles exceeding 60 degrees in diameter.

(10) Snipe signs.

(11) Signs mechanically rotating at greater than six revolutions per minute.

(12) Any sign placed or erected on property without the permission of the property owner.

(13) Signs which are obscene as defined by O.C.G.A § 16-12-80.

(14) Signs which emit or utilize in any manner any sound capable of being detected on any traveled road or highway by a person with normal hearing abilities.

(15) Signs which interfere with road or highway visibility or obstruct or otherwise interfere with the safe and orderly movement of traffic or which otherwise pose a hazard to traffic due to structural deficiencies in the structure of such signs.

(16) Signs which obstruct any fire escape, any means of egress or ventilation or shall prevent free passage from one part of a roof to any other part, as well as signs attached to any fire escape.

(17) Signs which do not conform to applicable building or electrical codes.

(18) Exterior exposed electrical signs including neon or LED used to attract attention such as outlining a building or building feature.

(19) Dilapidated or neglected signs.

(Ord. No. 08-2019 , § I, 6-3-2019)

2025 Municipal Elections & Voter Registration Calendar

ELECTION	ELECTION DATE	ADVANCE VOTING DATES	REGISTRATION DEADLINE
Municipal General/Special Election Date	November 4, 2025	October 14 – October 31	10/6/2025
General Election/Special Election Runoff Date	December 2, 2025	As soon as possible, but no later than November 24 – November 28	10/6/2025

Key Dates

February 1, 2025	**DEADLINE TO PUBLISH QUALIFYING FEES** The last day for the Secretary of State and Election Superintendents to fix and publish 2025 qualifying fees for candidates running for federal, state, and local offices. O.C.G.A. § 21-2-131(a).
August 18, 8:30 a.m. - August 20, 4:30 p.m.	**MUNICIPAL QUALIFYING PERIOD** Each candidate for municipal office or a designee shall file a notice of candidacy in the office of the municipal superintendent of such candidate's municipality during the municipality's qualifying period. Each municipal superintendent shall designate the days of the qualifying period, which shall be no less than three days and no more than five days. The days of the qualifying period shall be consecutive days. Qualifying periods shall commence no earlier than 8:30 A.M. on the third Monday in August immediately preceding the general election and shall end no later than 4:30 P.M. on the following Friday; and, in the case of a special election, the municipal qualifying period shall commence no earlier than the date of the call and shall end no later than 25 days prior to the election. O.C.G.A. § 21-2-132(d)(4)
September 30, 2025	**DEADLINE TO PUBLISH ADVANCE VOTING NOTICE FOR NOVEMBER 4th SPECIAL ELECTION/MUNICIPAL GENERAL ELECTION** The board of registrars shall publish the dates, times, and locations of the availability of advance voting in its jurisdiction on the homepage of the county's publicly accessible website associated with elections or registrations, or if the county does not have such a website, in a newspaper of general circulation, and by posting in a prominent location in the county, no later than 14 days prior to the beginning of the advance voting period for a general primary, special primary, general election, or special election and no later than seven days prior to the beginning of the advance voting period for any run-off election. Any new advance voting locations added after that deadline shall be published in the same manner as soon as possible. The board of registrars shall not remove any advance voting location after the notice of such location is published, except in the case of an emergency or unavoidable event that renders a location unavailable for use. O.C.G.A. § 21-2-385(d)(3)
September 1, 2025	Labor Day Holiday (City is closed)
October 4, 2025	**DEADLINE FOR PUBLISHING PUBLIC NOTICE OF MUNICIPAL GENERAL ELECTION** Public notice of such elections shall be published by the governing authority of the municipality in a newspaper of general circulation in the municipality at least 30 days prior to the elections. In addition, the municipality shall immediately transmit a copy of such notice to the Secretary of State. O.C.G.A. § 21-2-9(c)
October 6, 2025	**DEADLINE FOR VOTER REGISTRATION/CHANGE OF ADDRESS FOR SPECIAL ELECTION/MUNICIPAL GENERAL ELECTION** The last day for a person to register/change address and be eligible to vote in the special election and runoff Only the electors who were duly registered to vote and not

	subsequently deemed disqualified to vote in the election for candidates for that office shall be entitled to vote therein. O.C.G.A. § 21-2-224, O.C.G.A. § 21-2-501, O.C.G.A. § 21-2-218
October 6, 2025	**LAST DAY TO ISSUE THE CALL FOR THE NOVEMBER 4th SPECIAL ELECTION/MUNICIPAL GENERAL ELECTION** At least 29 days shall intervene between the call of a special election and the holding of same.O.C.G.A. § 21-2-540(b)
October 7, 2025	**DEADLINE FOR CANDIDATES TO DESIGNATE POLL WATCHERS FOR ADVANCED IN-PERSON VOTING FOR NOVEMBER 4th SPECIAL ELECTION/MUNICIPAL GENERAL ELECTION** In an election or run-off election, each candidate shall be entitled to designate, at least seven days prior to the beginning of the advance voting period for such election and run- off election, one poll watcher for each location at which advance voting is conducted pursuant to subsection (b) of Code Section O.C.G.A. § 21-2-380. O.C.G.A. § 21-2-408(b)(3)(A)
October 10, 2025	**DEADLINE TO SEND COPIES OF POLL WATCHER DESIGNATION LETTERS TO SUPERINTENDENT** At least three days prior to the beginning of the advance voting period, a copy of the letter shall be delivered to the superintendent and the chief registrar of the county or municipality in which the poll watcher is to serve. O.C.G.A. § 21-2-408(b)(3)(A); SEB Rule 183-1-13-.03
October 14, 2025	**FIRST DAY TO ISSUE ABSENTEE BALLOTS FOR NOVEMBER 4th SPECIAL ELECTION/MUNICIPAL GENERAL ELECTION** The board of registrars or absentee ballot clerk shall mail or issue official absentee ballots to all eligible applicants within three days after the receipt of such ballots and supplies, but no earlier than 22 days prior to the election. O.C.G.A. § 21-2-384(a)(2)
October 14, 2025	**ADVANCE IN PERSON VOTING BEGINS FOR THE NOVEMBER 4th SPECIAL ELECTION/MUNICIPAL GENERAL ELECTION** There shall be a period of advance voting that shall commence on the fourth Monday immediately prior to each primary or election and as soon as possible prior to a runoff and shall end on the Friday immediately prior to such primary, election, or runoff. O.C.G.A. § 21-2-385(d)(1)
October 18, 2025	**MANDATORY SATURDAY VOTING FOR THE NOVEMBER 4th SPECIAL ELECTION/MUNICIPAL GENERAL ELECTION** Voting shall be conducted on the second and third Saturdays during the hours of 9:00 A.M. through 5:00 P.M. but no longer than 7:00 A.M. through 7:00 P.M. O.C.G.A. § 21-2-385(d)(1).
October 24, 2025	**LAST DAY TO ACCEPT ABSENTEE APPLICATIONS FOR THE NOVEMBER 4th GENERAL/SPECIAL ELECTION** Except as otherwise provided in Code Section 21-2-219 or for advance voting described in subsection (d) if Code Section 21-2-385, not earlier than 78 days or less than 11 days prior to the date of the primary or election, or runoff of either, in which the elector desires to vote, any absentee elector may make, either by mail, facsimile transmission, by electronic transmission, or in person in the registrar's or absentee ballot clerk's office, an application for an official ballot of the elector's precinct to be voted at such primary, election, or runoff. O.C.G.A. § 21-2-381(a)(1)(A)
October 25, 2025	**MANDATORY SATURDAY VOTING FOR THE NOVEMBER 4th SPECIAL ELECTION/MUNICIPAL GENERAL ELECTION** Voting shall be conducted on the second and third Saturdays during the hours of 9:00 A.M. through 5:00 P.M. but no longer than 7:00 A.M. through 7:00 P.M. O.C.G.A. § 21-2-385(d)(1)
October 28, 2025	**DEADLINE FOR CANDIDATE TO DESIGNATE POLL WATCHERS** In an election or run-off election, candidates running in a nonpartisan election shall be entitled to designate one poll watcher in each precinct, at least seven days prior to such election or run-off election. O.C.G.A. § 21-2-408(b)(1)

October 31, 2025	**LAST DAY OF ADVANCE VOTING FOR NOVEMBER 4th SPECIAL ELECTION/MUNICIPAL GENERAL ELECTION** O.C.G.A. § 21-2-385(d)(1)
November 1, 2025	**DEADLINE FOR CANDIDATES TO SEND LETTERS TO DESIGNATED POLL WATCHERS** At least three days prior to the election, a copy of the letter shall be delivered to the superintendent of the county in which the poll watcher is to serve. O.C.G.A. § 21-2-408(b)(1); SEB Rule 183-1-13-.03
November 4, 2025 **ELECTION DAY**	**DATE OF SPECIAL ELECTION/MUNICIPAL GENERAL ELECTION** O.C.G.A. § 21-2-9(c).O.C.G.A. § 21-2-540. Polls open from 7:00 a.m. to 7:00 p.m. O.C.G.A. § 21-2-403
November 5, 2025 **9:00 a.m.**	**PROVISIONAL BALLOT FORMS DUE TO REGISTRAR** The election superintendent shall provide to the registrar all provisional voter certificates, voter registration forms and the provisional numbered list no later than 9:00 a.m. on the day following the election. O.C.G.A. § 21-2-419(b), SEB Rule 183-1-12-.18 (10)
November 7, 2025	**DEADLINE FOR NOVEMBER PROVISIONAL VOTERS TO PROVIDE DOCUMENTATION** O.C.G.A. § O.C.G.A. § 21-2-419(c)(1)(2)(3) **ABSENTEE BALLOT CURE DEADLINE** Last day voters can cure timely submitted absentee ballots for missing signature or information mismatch.O.C.G.A. § 21-2-386(a)(1)(C)
November 10, 2025	**DEADLINE FOR COUNTY CERTIFICATION OF NOVEMBER 4th SPECIAL ELECTION/MUNICIPAL GENERAL ELECTION** Returns shall be certified by the superintendent not later than 5:00 P.M. on the Monday following the date on which such election was held, and such returns shall be immediately transmitted to the Secretary of State. O.C.G.A. § 21-2-493(k)
November 17, 2025	**DEADLINE FOR CANDIDATES TO DESIGNATE POLL WATCHERS FOR ADVANCED VOTING FOR THE DECEMBER 2nd RUNOFF ELECTION** In an election or run-off election, candidates running in a nonpartisan election shall be entitled to designate one poll watcher in each precinct, at least seven days prior to such election or run-off election. O.C.G.A. § 21-2-408
As soon as possible, but no later than November 24, **2025**	**ADVANCE IN-PERSON (EARLY) VOTING BEGINS FOR THE DECEMBER 2nd RUNOFF ELECTION** There shall be a period of advance voting that shall commence as soon as possible prior to a runoff from any general primary or election but no later than the second Monday immediately prior to such runoff. Advance voting shall be conducted during normal business hours on weekdays during such period and during the second and third Saturdays.O.C.G.A. § 21-2-385(d)(1)
As soon as possible	**FIRST DAY TO MAIL ABSENTEE BALLOTS FOR DECEMBER 2nd RUNOFF ELECTION** In the case of special elections, the board of registrars shall mail or issue official absentee ballots to all eligible applicants as soon as possible prior to any runoff.O.C.G.A. § 21-2-384(a)
December 2, 2025 **ELECTION DAY**	**DATE OF SPECIAL ELECTION/MUNICIPAL GENERAL ELECTION RUNOFF** O.C.G.A. § 21-2-501(a)(1). Polls open from 7:00 a.m. to 7:00 p.m. O.C.G.A. § 21-2-403
December 3, 2025 **9:00 a.m.**	**PROVISIONAL BALLOT FORMS DUE TO REGISTRAR** The election superintendent shall provide to the registrar all provisional voter certificates, voter registration forms, and the provisional numbered list no later than 9:00 a.m. on the day following the election. O.C.G.A. § 21-2-419(b), SEB Rule 183-1-12-.18 (10).
December 5, 2025	**DEADLINE FOR DECEMBER RUNOFF PROVISIONAL VOTERS TO PROVIDE DOCUMENTATION**

	O.C.G.A. § 21-2-419(c)(1)(2)(3) **ABSENTEE BALLOT CURE DEADLINE** Last day voters can cure timely submitted absentee ballots for missing signature or information mismatch. O.C.G.A. § 21-2-386(a)(1)(C)
December 8, 2025	**DEADLINE FOR COUNTY CERTIFICATION OF SPECIAL ELECTION/MUNICIPAL GENERAL ELECTION/ ELECTION RUNOFF RESULTS** Returns shall be certified by the superintendent not later than 5:00 P.M. on the Monday following the date on which such election was held, and such returns shall be immediately transmitted to the Secretary of State. O.C.G.A. § 21-2-493(k)

Unless otherwise stated in a specific Code section of this chapter, time periods under this chapter include Saturdays, Sundays, and legal holidays. When the last day for the exercise of any privilege or the discharge of any duty prescribed or required by this chapter shall fall on a Saturday, Sunday, or legal holiday, the next succeeding business day shall be the last day for the exercise of such privilege or the discharge of such duty. O.C.G.A. § 21-2-14

PROVIDED BY: THE GEORGIA GOVERNMENT TRANSPARENCY & CAMPAIGN FINANCE ACT

A BASIC *HOW-TO-GET-STARTED* GUIDE FOR LOCAL CANDIDATES

2 DISCLAIMER

- This training guide is a educational resource for local candidates at the county and municipal level. It is a not a substitute for the law. It is imperative that you take the contents of this guide as a reference to assist in the day to day operations of campaign finance. You should always refer to the Campaign Finance Act (Title 21, Chapter 5 of the Official Code of Georgia Annotated) to make sure you are in compliance. Any questions, feel free to contact the education department:
  - Tamara Solomon – Candidate Training Coordinator tsolomon@ethics.ga.gov
  - Holly Smith – Director of Filing & Compliance hsmith@ethics.ga.gov

BECOME FAMILIAR WITH THE *"LINGO"*

3

- Form DOI – Declaration on Intent to Accept Campaign Contributions
- Form RC – Registration Form for a Candidate's Campaign Committee
- Form COOSA – Choosing the Option of Separate Accounting
- Affidavit of Exemption – Affidavit of a Candidate's Intent not to Exceed $2,500 in Contributions and/or Expenditures
- CCDR – Campaign Contribution Disclosure Report
- PFDS – Personal Financial Disclosure Report
- TBDR – Two Business Day Report
- FRTS – Final Report & Termination Statement
- Local Filing Officer – The person you file your campaign finance documents with. This person will be either the City Clerk or County Elections Superintendent.

4 FORM DOI – DECLARATION OF INTENTION TO ACCEPT CAMPAIGN CONTRIBUTIONS

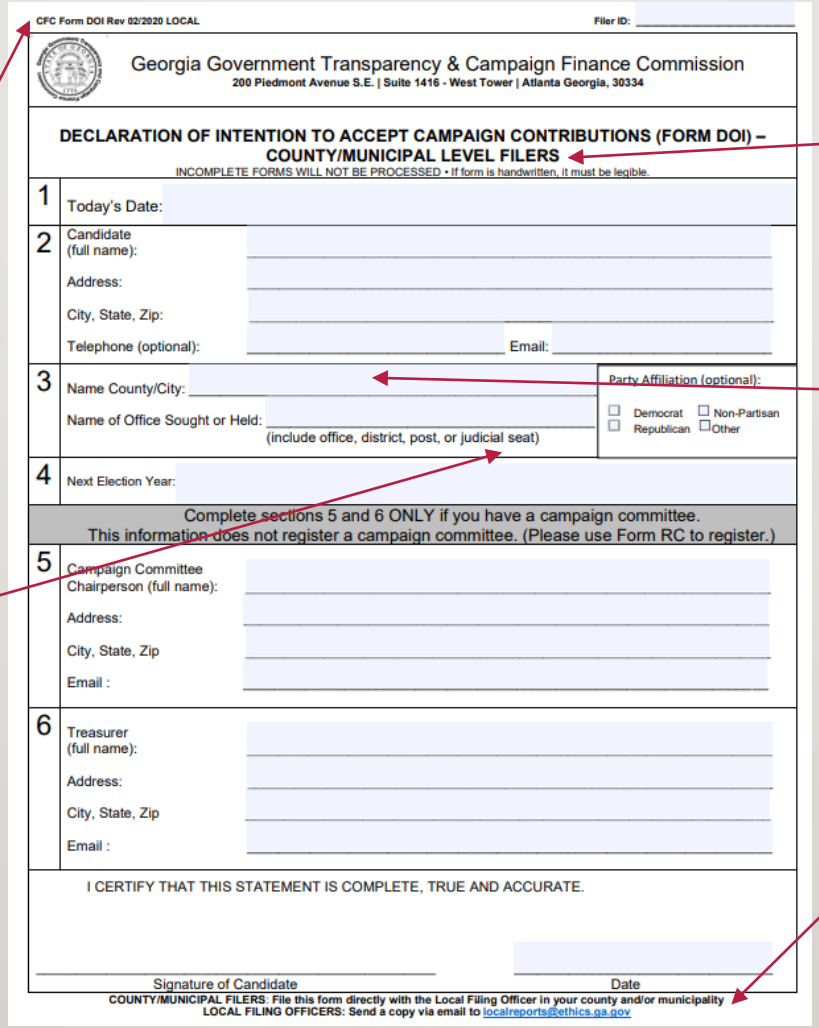
- This document must be filed with the Local Filing Officer ***BEFORE*** accepting any campaign contributions ***OR*** spending money on your campaign.
  - A candidate's personal funds expended for their campaign are considered campaign contributions.
- Any current elected official running for the same office ***DOES NOT*** need to file a new Form DOI each time they run for office.
  - If a current elected official runs for a different office, then they will need to file a new Form DOI for the new office.
- A new Form DOI is filed if there is a break in office and the campaign account is terminated.

5

The Campaign Finance Commission recently updated the Form DOI and Form RC for Local Filers.

The new Form DOI for local filers was update 02/2020.

If you are running for a judicial seat, you have to include the seat information on the Form DOI.



CFC Form DOI Rev 02/2020 LOCAL

Filer ID: _____

Georgia Government Transparency & Campaign Finance Commission
200 Piedmont Avenue S.E. | Suite 1416 - West Tower | Atlanta Georgia, 30334

DECLARATION OF INTENTION TO ACCEPT CAMPAIGN CONTRIBUTIONS (FORM DOI) – COUNTY/MUNICIPAL LEVEL FILERS

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 Name County/City:
Name of Office Sought or Held:
(include office, district, post, or judicial seat)
Party Affiliation (optional):
☐ Democrat ☐ Non-Partisan
☐ Republican ☐ Other

4 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

COUNTY/MUNICIPAL FILERS: File this form directly with the Local Filing Officer in your county and/or municipality
LOCAL FILING OFFICERS: Send a copy via email to localreports@ethics.ga.gov

The new Form DOI says "County/Municipal Filers" on the form.

On the new form, you have to put the county and/or city of the office you are running for.

It states on the form who to file this document with. ***DO NOT*** send this document to the Commission.

This document is located on our website http://ethics.ga.gov/formsreportspublications/

6 FORM RC – REGISTRATION OF A CANDIDATE'S CAMPAIGN COMMITTEE

- This document registers a candidate's campaign committee and is ***filed directly with the Commission.***
- A campaign committee is ***OPTIONAL***. It is required if a candidate designates someone to file reports, accept money, or expend money on behalf of the campaign.
- A Chairperson and Treasurer are required to form the committee; however, they can be the same person and can be the candidate.
  - If either position is vacant, the committee cannot accept contributions.
- The campaign committee will remain in effect until the registration is canceled by the committee or the candidate.

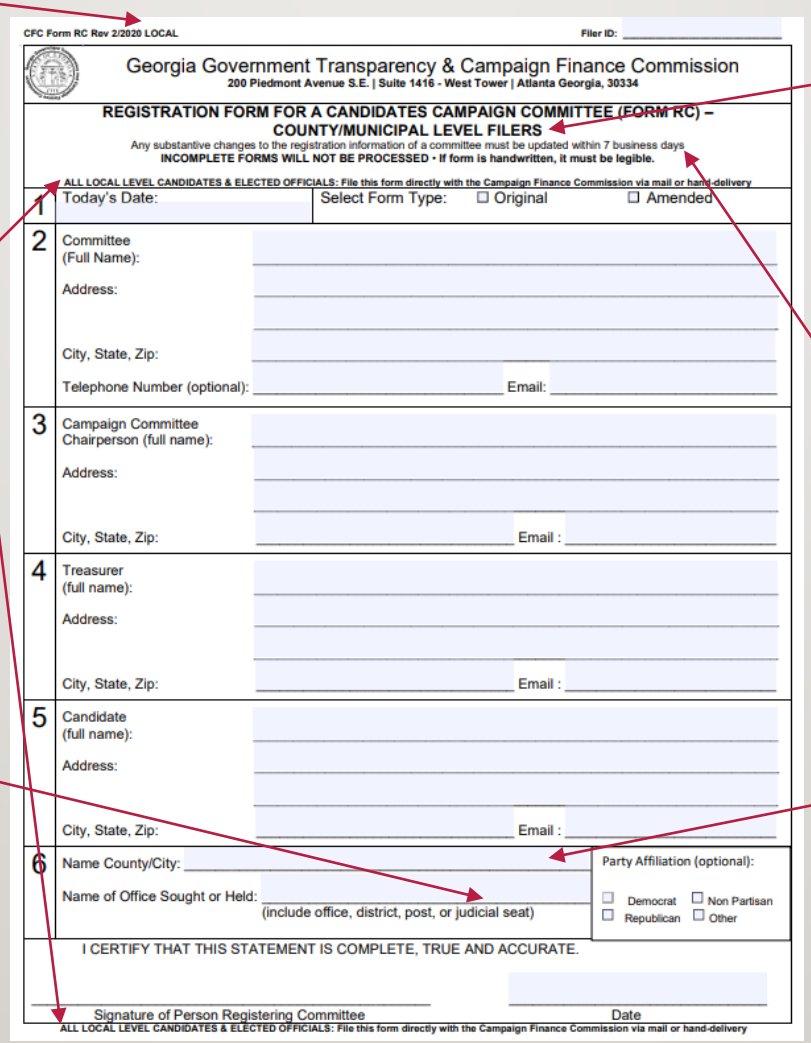
The new Form RC was updated 02/2020.

7

It states on the form where to file this document.

If you are running for a judicial seat, you have to include the seat information on the Form RC.

This document is located on our website http://ethics.ga.gov/formsreportspublications/



CFC Form RC Rev 2/2020 LOCAL — Filer ID: _____

Georgia Government Transparency & Campaign Finance Commission
200 Piedmont Avenue S.E. | Suite 1416 - West Tower | Atlanta Georgia, 30334

REGISTRATION FORM FOR A CANDIDATES CAMPAIGN COMMITTEE (FORM RC) – COUNTY/MUNICIPAL LEVEL FILERS

Any substantive changes to the registration information of a committee must be updated within 7 business days
INCOMPLETE FORMS WILL NOT BE PROCESSED • If form is handwritten, it must be legible.

ALL LOCAL LEVEL CANDIDATES & ELECTED OFFICIALS: File this form directly with the Campaign Finance Commission via mail or hand-delivery

1 Today's Date: _____ Select Form Type: ☐ Original ☐ Amended

2 Committee (Full Name): _____
Address: _____
City, State, Zip: _____
Telephone Number (optional): _____ Email: _____

3 Campaign Committee Chairperson (full name): _____
Address: _____
City, State, Zip: _____ Email : _____

4 Treasurer (full name): _____
Address: _____
City, State, Zip: _____ Email : _____

5 Candidate (full name): _____
Address: _____
City, State, Zip: _____ Email : _____

6 Name County/City: _____
Name of Office Sought or Held: _____
(include office, district, post, or judicial seat)

Party Affiliation (optional):
☐ Democrat ☐ Non Partisan
☐ Republican ☐ Other

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

_____ Signature of Person Registering Committee _____ Date

ALL LOCAL LEVEL CANDIDATES & ELECTED OFFICIALS: File this form directly with the Campaign Finance Commission via mail or hand-delivery

The new Form RC says "County/Municipal Filers" on the form.

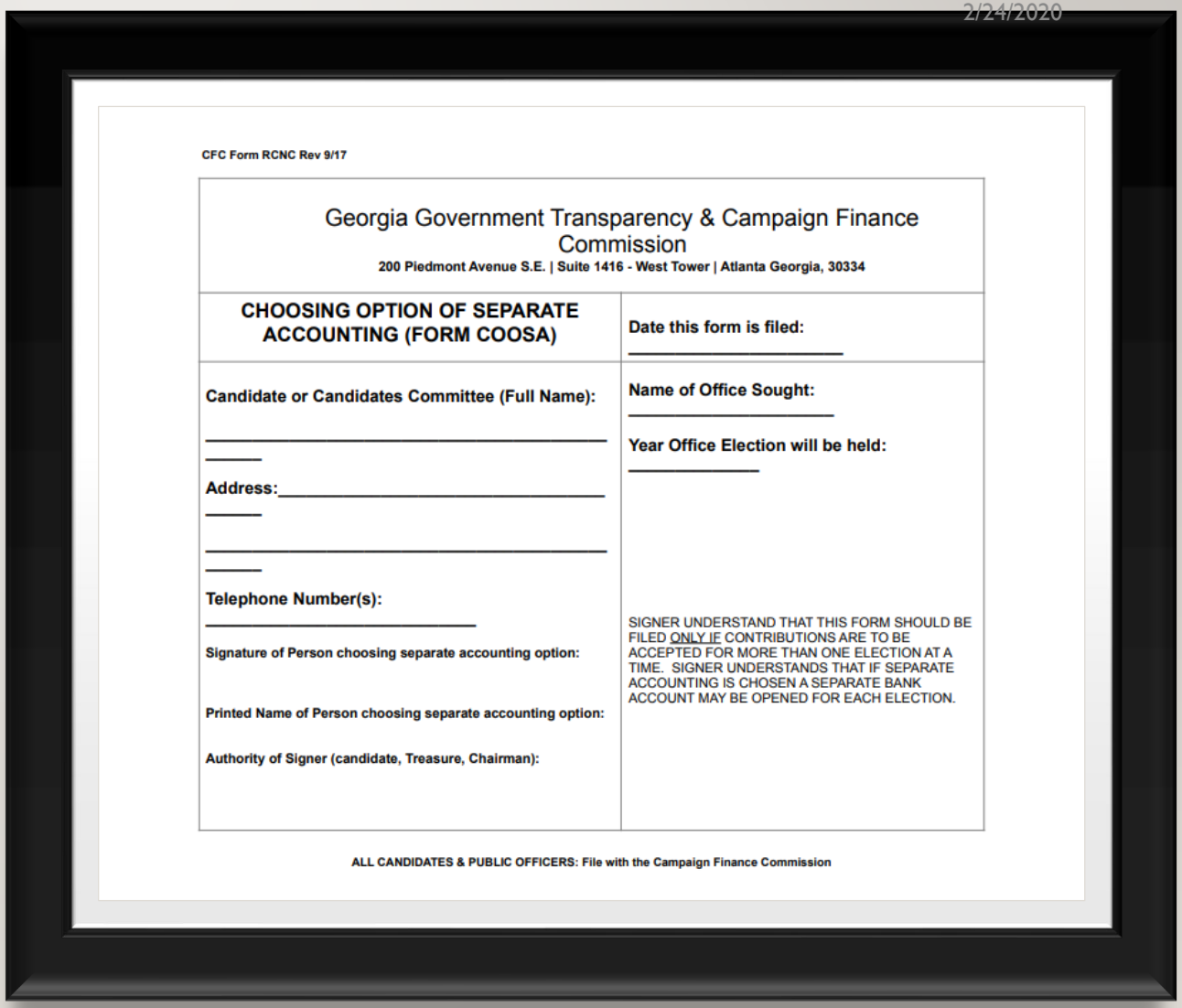
Any amendments to the campaign committee must be updated with the Commission within 7 business days.

On the new form, you have to put the county and/or city of the office you are running for.

8 FORM COOSA – CHOOSING THE OPTION OF SEPARATE ACCOUNTING

- This document allows candidates to accept campaign contributions for multiple elections within an election cycle.
  - Ex. Candidate can accept monies for the General Election even in the Primary has not happened yet in the same election cycle.
- This document is ***filed directly with the Commission.***

Please Note: Contributions received for a future election cannot be expended until the current election has occurred.



CFC Form RCNC Rev 9/17

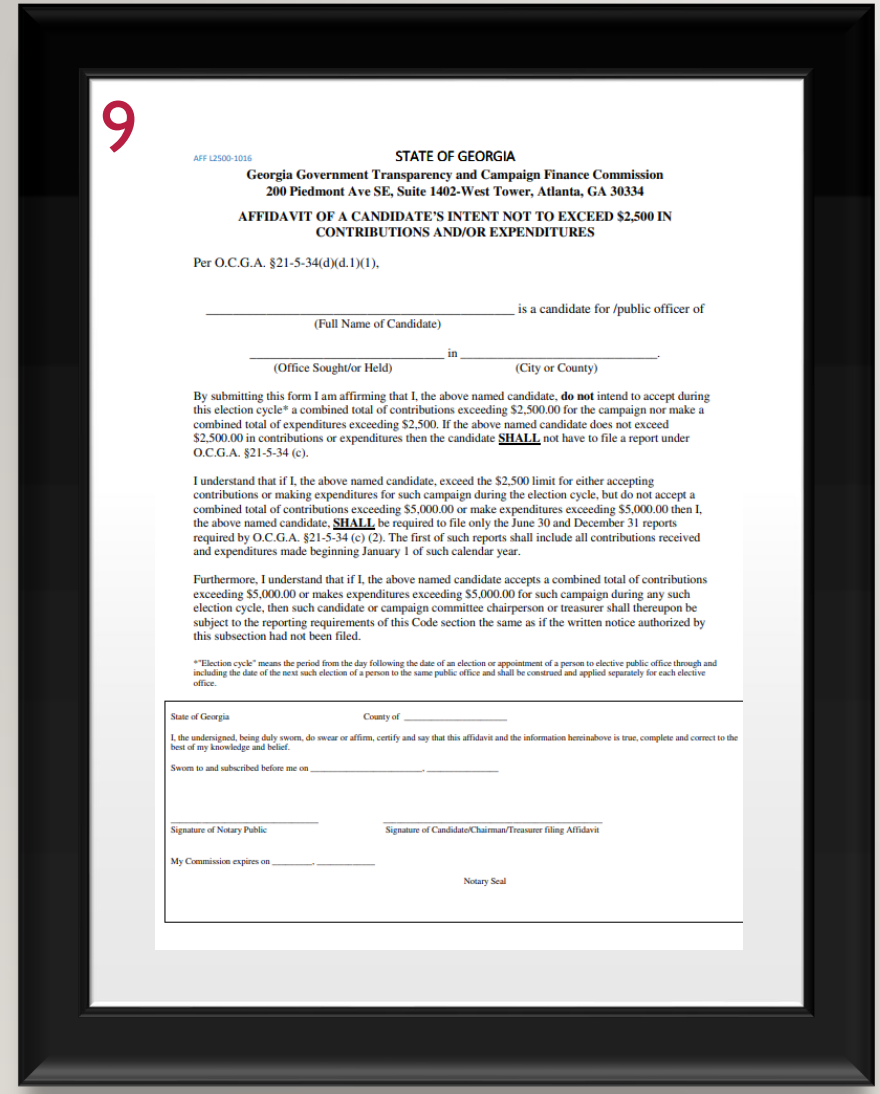
Georgia Government Transparency & Campaign Finance Commission
200 Piedmont Avenue S.E. | Suite 1416 - West Tower | Atlanta Georgia, 30334

CHOOSING OPTION OF SEPARATE ACCOUNTING (FORM COOSA)	Date this form is filed: _____
Candidate or Candidates Committee (Full Name): _____ Address: _____ _____ Telephone Number(s): _____ Signature of Person choosing separate accounting option: Printed Name of Person choosing separate accounting option: Authority of Signer (candidate, Treasure, Chairman):	Name of Office Sought: _____ Year Office Election will be held: _____ SIGNER UNDERSTAND THAT THIS FORM SHOULD BE FILED ONLY IF CONTRIBUTIONS ARE TO BE ACCEPTED FOR MORE THAN ONE ELECTION AT A TIME. SIGNER UNDERSTANDS THAT IF SEPARATE ACCOUNTING IS CHOSEN A SEPARATE BANK ACCOUNT MAY BE OPENED FOR EACH ELECTION.

ALL CANDIDATES & PUBLIC OFFICERS: File with the Campaign Finance Commission

This document is located on our website http://ethics.ga.gov/formsreportspublications/

AFFIDAVIT OF EXEMPTION



9

AFF L2500-1016

STATE OF GEORGIA

Georgia Government Transparency and Campaign Finance Commission
200 Piedmont Ave SE, Suite 1402-West Tower, Atlanta, GA 30334

AFFIDAVIT OF A CANDIDATE'S INTENT NOT TO EXCEED $2,500 IN CONTRIBUTIONS AND/OR EXPENDITURES

Per O.C.G.A. §21-5-34(d)(d.1)(1),

_____ is a candidate for /public officer of
(Full Name of Candidate)

_____ in _____.
(Office Sought/or Held) (City or County)

By submitting this form I am affirming that I, the above named candidate, **do not** intend 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. If the above named candidate does not exceed $2,500.00 in contributions or expenditures then the candidate **SHALL** not have to file a report under O.C.G.A. §21-5-34 (c).

I understand that if I, the above named candidate, exceed the $2,500 limit for either accepting contributions or making expenditures for such campaign during the election cycle, but do not accept a combined total of contributions exceeding $5,000.00 or make expenditures exceeding $5,000.00 then I, the above named candidate, **SHALL** be required to file only the June 30 and December 31 reports required by O.C.G.A. §21-5-34 (c) (2). The first of such reports shall include all contributions received and expenditures made beginning January 1 of such calendar year.

Furthermore, I understand that if I, the above named candidate accepts a combined total of contributions exceeding $5,000.00 or makes expenditures exceeding $5,000.00 for such campaign during any such election cycle, then such candidate or campaign committee chairperson or treasurer shall thereupon be subject to the reporting requirements of this Code section the same as if the written notice authorized by this subsection had not been filed.

*"Election cycle" means the period from the day following the date of an election or appointment of a person to elective public office through and including the date of the next such election of a person to the same public office and shall be construed and applied separately for each elective office.

State of Georgia County of _____

I, the undersigned, being duly sworn, do swear or affirm, certify and say that this affidavit and the information hereinabove is true, complete and correct to the best of my knowledge and belief.

Sworn to and subscribed before me on _____, _____

_____ _____
Signature of Notary Public Signature of Candidate/Chairman/Treasurer filing Affidavit

My Commission expires on _____, _____

Notary Seal

- This document is for ***LOCAL*** filers ONLY.
- This document exempts a filer from filing Campaign Contribution disclosure reports if the filer does not intend to spend or accept more than $2,500 in an election cycle.
- The affidavit **EXPIRES** the day **AFTER** the General Election.
- You will file this document with the Local Filing Officer. **DO NOT** file this document with the Commission.

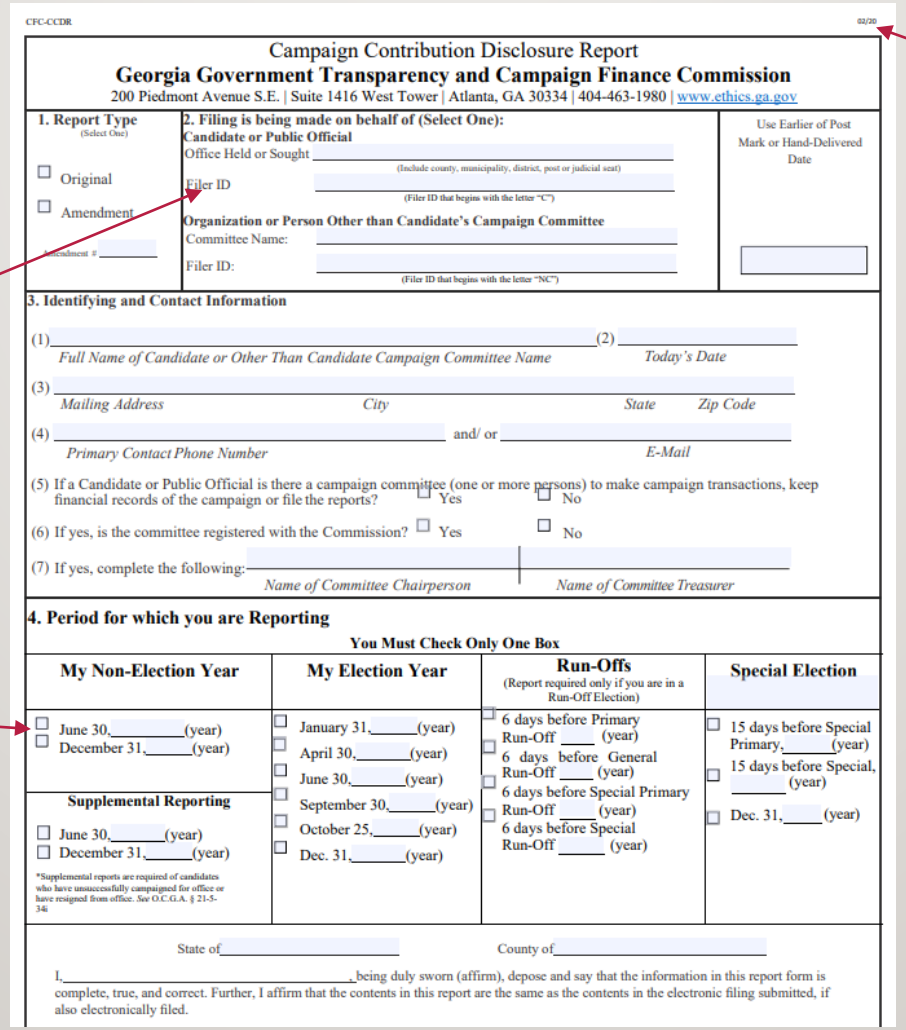
This document is located on our website http://ethics.ga.gov/formsreportspublications/

CCDR – CAMPAIGN CONTRIBUTION DISCLOSURE REPORT

- This report is filed by a candidate or their committee that discloses all contributions received and expenditures made during a reporting period.
  - Reporting Period – Period of time beginning the day after the last report due date, through the due date of the next report. (The reporting period ***EXCLUDES*** the grace period)
- There are six reports due in an election year and two report due in a non-election year. The filing schedule is located on our website.
- The CCDR is filed with the Local Filing Officer.
  - Some local jurisdictions use third party vendors that allow their filers to file electronically. You will need to check with the Local Filing Officer to see if your county and/or municipality allows that.
- Not required if filer has filed the Affidavit of Exemption.
- There is a $125 late if filed after the end of the grace period.

Please Note: Reports are ***DUE*** on the due date, but every CCDR has a 5 day grace period. Any report filed during the grace period is considered ***LATE*** but is given "grace" and therefore does not incur the late fee. The late fee is applied after the grace period ends.

Local filers ***DO NOT*** need a filer ID number on ANY Campaign Finance document since local filers ***DO NOT*** file electronically with the Commission.



CFC-CCDR 02/20

Campaign Contribution Disclosure Report

Georgia Government Transparency and Campaign Finance Commission

200 Piedmont Avenue S.E. | Suite 1416 West Tower | Atlanta, GA 30334 | 404-463-1980 | www.ethics.ga.gov

1. Report Type (Select One)

☐ Original

☐ Amendment

Amendment #

2. Filing is being made on behalf of (Select One):

Candidate or Public Official

Office Held or Sought (Include county, municipality, district, post or judicial seat)

Filer ID (Filer ID that begins with the letter "C")

Organization or Person Other than Candidate's Campaign Committee

Committee Name:

Filer ID: (Filer ID that begins with the letter "NC")

Use Earlier of Post Mark or Hand-Delivered Date

3. Identifying and Contact Information

(1) *Full Name of Candidate or Other Than Candidate Campaign Committee Name* (2) *Today's Date*

(3) *Mailing Address* *City* *State* *Zip Code*

(4) *Primary Contact Phone Number* and/ or *E-Mail*

(5) If a Candidate or Public Official is there a campaign committee (one or more persons) to make campaign transactions, keep financial records of the campaign or file the reports? ☐ Yes ☐ No

(6) If yes, is the committee registered with the Commission? ☐ Yes ☐ No

(7) If yes, complete the following: *Name of Committee Chairperson* *Name of Committee Treasurer*

4. Period for which you are Reporting

You Must Check Only One Box

My Non-Election Year	My Election Year	Run-Offs (Report required only if you are in a Run-Off Election)	Special Election
☐ June 30,____(year) ☐ December 31,____(year)	☐ January 31,____(year) ☐ April 30,____(year) ☐ June 30,____(year) ☐ September 30,____(year) ☐ October 25,____(year) ☐ Dec. 31,____(year)	☐ 6 days before Primary Run-Off ____ (year) ☐ 6 days before General Run-Off ____ (year) ☐ 6 days before Special Primary Run-Off ____ (year) ☐ 6 days before Special Run-Off ____ (year)	☐ 15 days before Special Primary,____(year) ☐ 15 days before Special, ____ (year) ☐ Dec. 31,____(year)
Supplemental Reporting ☐ June 30,____(year) ☐ December 31,____(year)			

*Supplemental reports are required of candidates who have unsuccessfully campaigned for office or have resigned from office. *See* O.C.G.A. § 21-5-34(

State of_____ County of_____

I,_____, being duly sworn (affirm), depose and say that the information in this report form is complete, true, and correct. Further, I affirm that the contents in this report are the same as the contents in the electronic filing submitted, if also electronically filed.

The new CCDR form was updated 02/2020.

The CCDR is ten pages total. The filer must turn in all ten pages EVERY time they file the CCDR.

Non-Election Year filing dates have been updated.

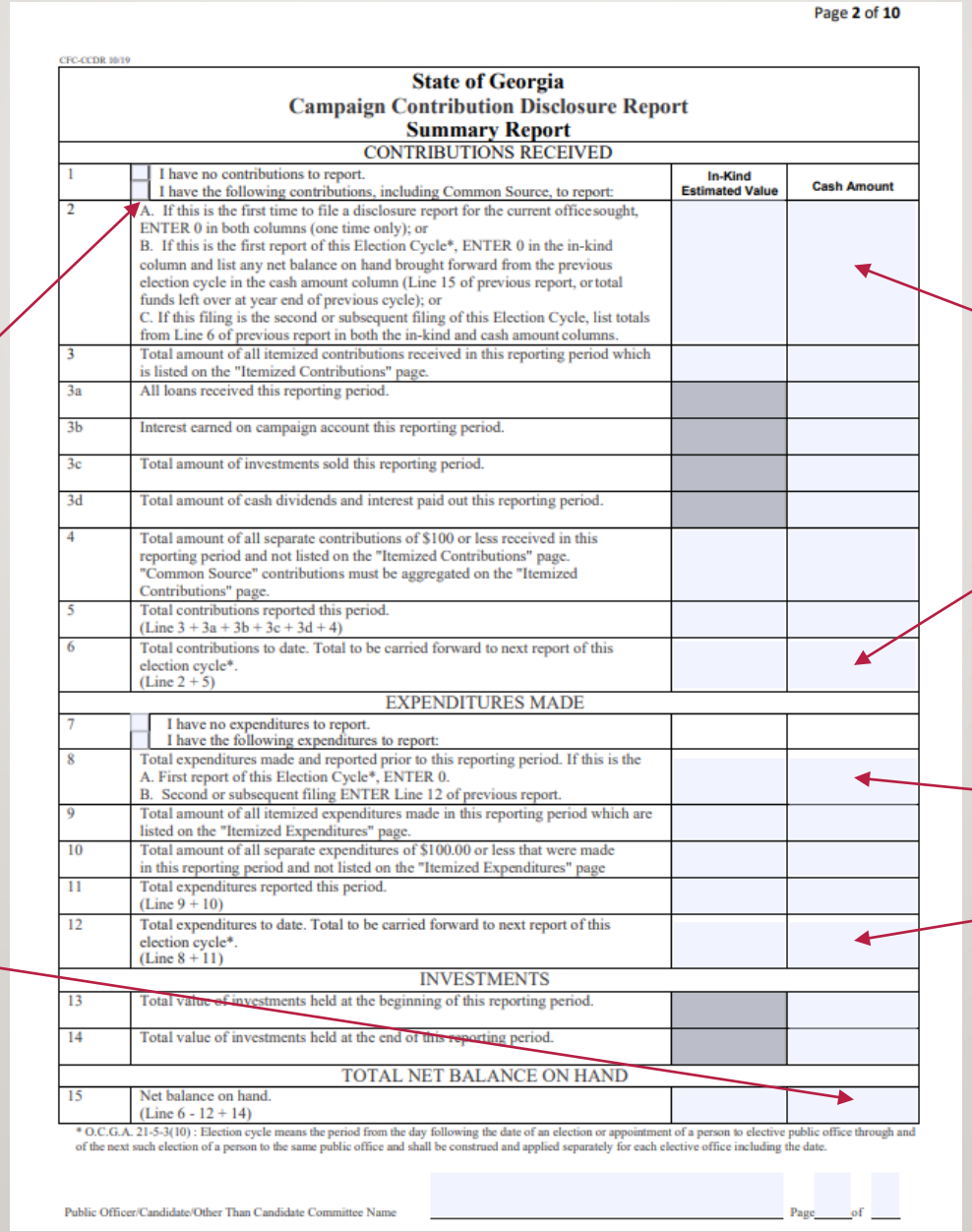
By law, all contributions and expenditures over $100 have to be itemized. There is nothing against itemizing ***ALL*** contributions and expenditures.

This document is located on our website http://ethics.ga.gov/formsreportspublications/

Brief explanation of the CCDR Summary Page.

12

For your first CCDR, follow the instructions in section 2A.



Page 2 of 10

CFC-CCDR 10/19

State of Georgia
Campaign Contribution Disclosure Report
Summary Report

		In-Kind Estimated Value	Cash Amount
	CONTRIBUTIONS RECEIVED		
1	☐ I have no contributions to report. ☐ I have the following contributions, including Common Source, to report:		
2	A. If this is the first time to file a disclosure report for the current office sought, ENTER 0 in both columns (one time only); or B. If this is the first report of this Election Cycle*, ENTER 0 in the in-kind column and list any net balance on hand brought forward from the previous election cycle in the cash amount column (Line 15 of previous report, or total funds left over at year end of previous cycle); or C. If this filing is the second or subsequent filing of this Election Cycle, list totals from Line 6 of previous report in both the in-kind and cash amount columns.		
3	Total amount of all itemized contributions received in this reporting period which is listed on the "Itemized Contributions" page.		
3a	All loans received this reporting period.		
3b	Interest earned on campaign account this reporting period.		
3c	Total amount of investments sold this reporting period.		
3d	Total amount of cash dividends and interest paid out this reporting period.		
4	Total amount of all separate contributions of $100 or less received in this reporting period and not listed on the "Itemized Contributions" page. "Common Source" contributions must be aggregated on the "Itemized Contributions" page.		
5	Total contributions reported this period. (Line 3 + 3a + 3b + 3c + 3d + 4)		
6	Total contributions to date. Total to be carried forward to next report of this election cycle*. (Line 2 + 5)		
	EXPENDITURES MADE		
7	☐ I have no expenditures to report. ☐ I have the following expenditures to report:		
8	Total expenditures made and reported prior to this reporting period. If this is the A. First report of this Election Cycle*, ENTER 0. B. Second or subsequent filing ENTER Line 12 of previous report.		
9	Total amount of all itemized expenditures made in this reporting period which are listed on the "Itemized Expenditures" page.		
10	Total amount of all separate expenditures of $100.00 or less that were made in this reporting period and not listed on the "Itemized Expenditures" page		
11	Total expenditures reported this period. (Line 9 + 10)		
12	Total expenditures to date. Total to be carried forward to next report of this election cycle*. (Line 8 + 11)		
	INVESTMENTS		
13	Total value of investments held at the beginning of this reporting period.		
14	Total value of investments held at the end of this reporting period.		
	TOTAL NET BALANCE ON HAND		
15	Net balance on hand. (Line 6 - 12 + 14)		

* O.C.G.A. 21-5-3(10) : Election cycle means the period from the day following the date of an election or appointment of a person to elective public office through and of the next such election of a person to the same public office and shall be construed and applied separately for each elective office including the date.

Public Officer/Candidate/Other Than Candidate Committee Name _____ Page____of ____

The number from line 6 under cash amount, is the ***FIRST*** number one line 2 under cash amount in your second report.

Should you win, the number from line 15 under cash amount will be the first number on line 2 for your ***FIRST REPORT*** in the next election cycle. This report will be the FIRST report in 2021.

The number from line 12 under cash amount, is the ***FIRST*** number on line 8 under cash amount in your second report.

PFDS – PERSONAL FINANCIAL DISCLOSURE STATEMENT

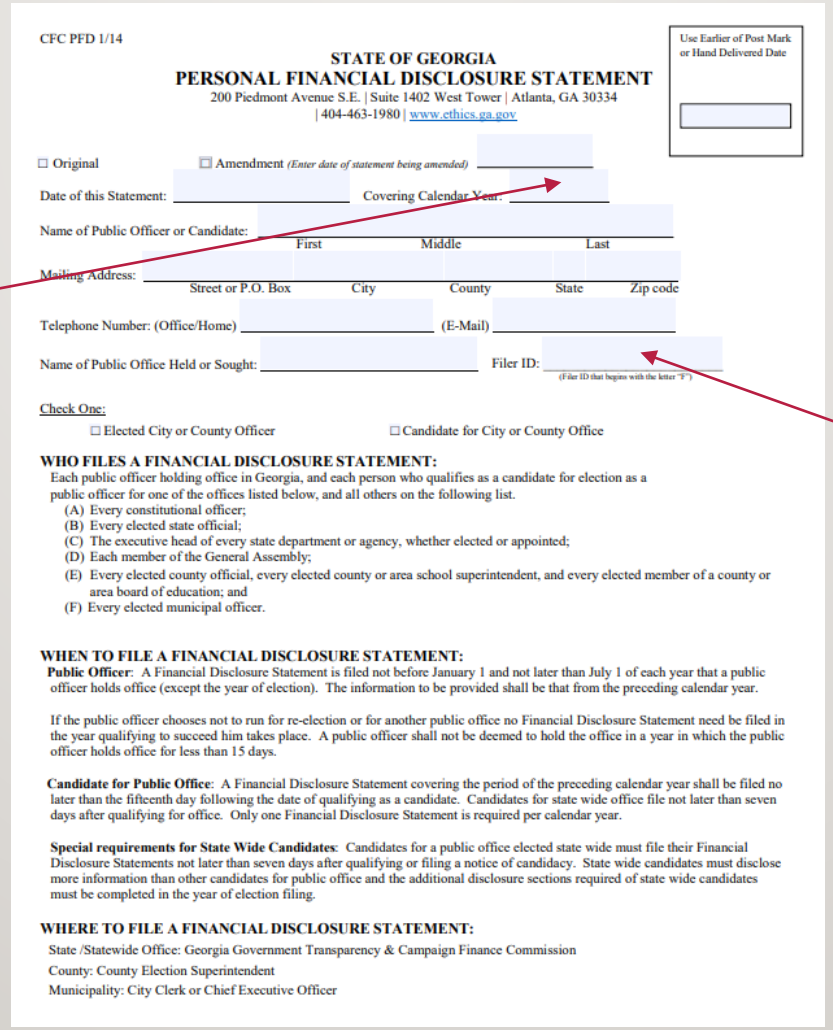
- This document is filed by individuals in which they disclose fiduciary positions, business interests, real estate interests, and investment interest that they or their spouse held in the ***PREVIOUS*** calendar year.
- Current elected officials at the local level will file this document within 15 days of qualifying for office in an election year.
  - ***ALL candidates that are not currently holding public office, DO NOT file a PFDS when they qualify for office.***
- During non-election years, current elected officials will file this document between January 1st and July 1st.
- If an incumbent ***DOES NOT*** qualify for office to succeed him or herself or qualify for any other office, then they are not required to file a PFDS.
- There is ***NO*** grace period for filing the PFDS.

Only ***ONE*** PFDS is required per calendar year.

14

The PFDS is always for the preceding calendar year. Ex. If filing in 2020, the "Covering Calendar Year" should state 2019.

An individual who is appointed to a vacant elected public office files his or her first PFDS the year after they take office. Ex: John Doe is appointed to a vacant probate judge court office and is sworn into office on August 1, 2020. John Doe files his first PFDS in 2021.



CFC PFD 1/14

Use Earlier of Post Mark or Hand Delivered Date

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

☐ 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

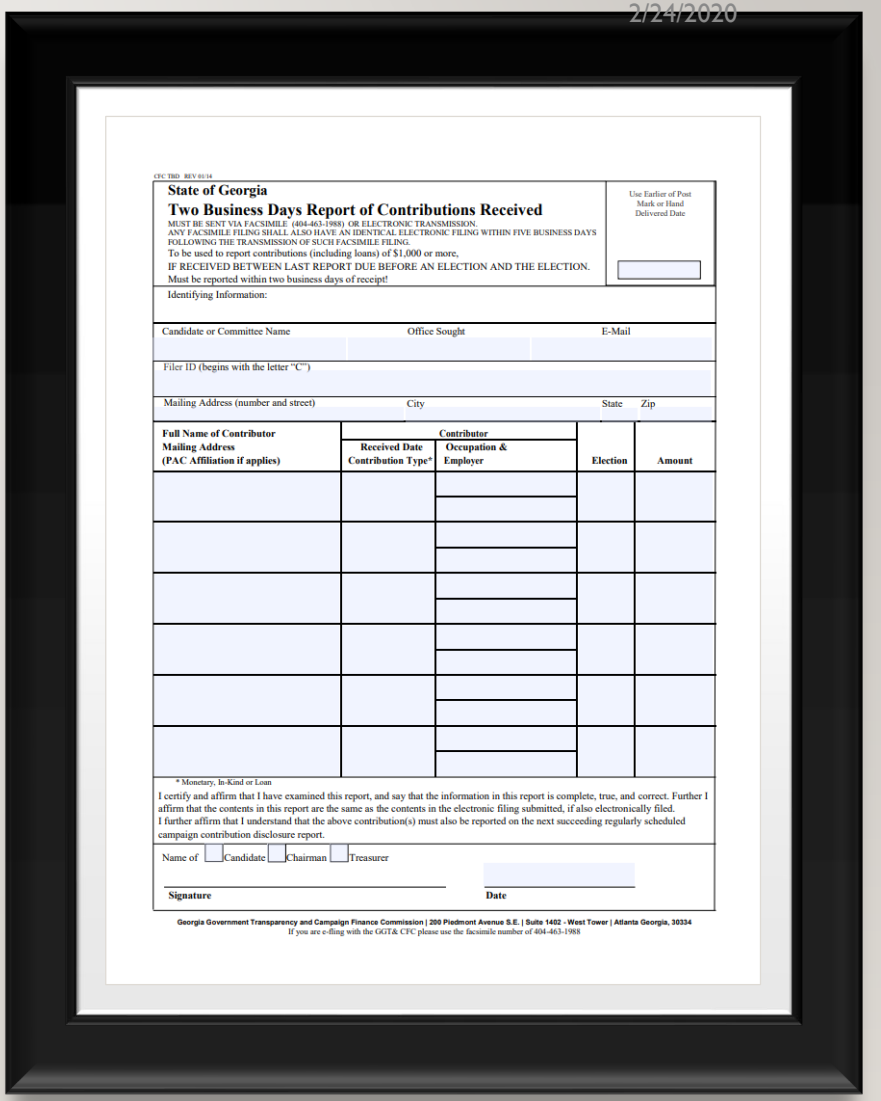
The PFDS is filed directly with the Local Filing Officer. DO NOT file this document with the Commission.

Local filers DO NOT need a filer ID when filing the PFDS.

This document is located on our website http://ethics.ga.gov/formsreportspublications/

15 TBDR – TWO BUSINESS DAY REPORT

- Two Business Day Reports (TBDR) are ***ONLY*** due between when the LAST campaign contribution disclosure report is due before an election and Election Day. They are used for contributions received that are $1000 or greater and reported within two business days of receipt. They ***ARE NOT*** due every time a candidate has a contribution that is over $1000. They are also ***ONLY*** due in election years. If a candidate receives a contribution of $1000 or more during the regular reporting period, the contribution needs to be reported on the next campaign contribution disclosure report that is due.



CFC TBD REV 01/14

State of Georgia

Two Business Days Report of Contributions Received

MUST BE SENT VIA FACSIMILE (404-463-1988) OR ELECTRONIC TRANSMISSION.
ANY FACSIMILE FILING SHALL ALSO HAVE AN IDENTICAL ELECTRONIC FILING WITHIN FIVE BUSINESS DAYS FOLLOWING THE TRANSMISSION OF SUCH FACSIMILE FILING.
To be used to report contributions (including loans) of $1,000 or more,
IF RECEIVED BETWEEN LAST REPORT DUE BEFORE AN ELECTION AND THE ELECTION.
Must be reported within two business days of receipt!

Use Earlier of Post Mark or Hand Delivered Date

Identifying Information:

Candidate or Committee Name | Office Sought | E-Mail

Filer ID (begins with the letter "C")

Mailing Address (number and street) | City | State | Zip

Full Name of Contributor Mailing Address (PAC Affiliation if applies)	Contributor: Received Date / Contribution Type*	Contributor: Occupation & Employer	Election	Amount

* Monetary, In-Kind or Loan

I certify and affirm that I have examined this report, and say that the information in this report is complete, true, and correct. Further I affirm that the contents in this report are the same as the contents in the electronic filing submitted, if also electronically filed. I further affirm that I understand that the above contribution(s) must also be reported on the next succeeding regularly scheduled campaign contribution disclosure report.

Name of ☐ Candidate ☐ Chairman ☐ Treasurer

Signature | Date

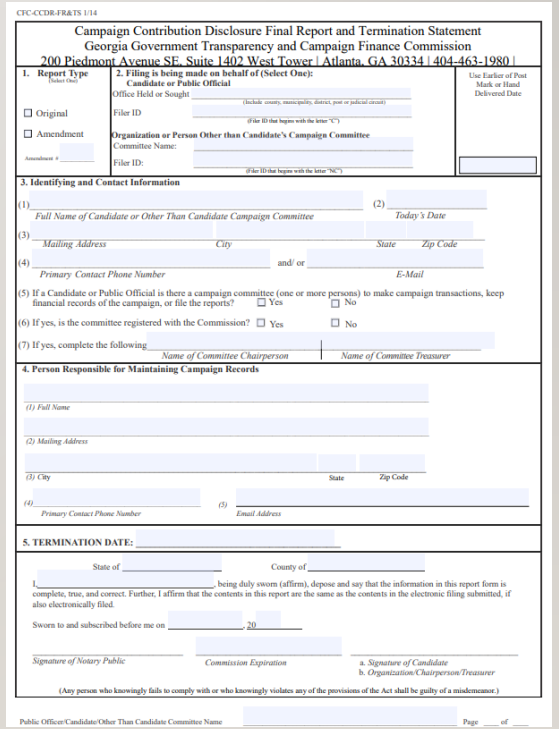
Georgia Government Transparency and Campaign Finance Commission | 200 Piedmont Avenue S.E. | Suite 1402 - West Tower | Atlanta Georgia, 30334
If you are e-fling with the GGT& CFC please use the facsimile number of 404-463-1988

This document is located on our website http://ethics.ga.gov/formsreportspublications/

This form is filed directly with the Local Filing Officer.

16 FRTS – FINAL REPORT & TERMINATION STATEMENT

- This document is filed with the campaigns final CCDR.
- Should be filed within 10 days of the campaign dissolving if the candidate ***DID NOT*** qualify for office.
- Filed on December 31st if the candidate and/or elected official qualified for office and was unsuccessful or is leaving office.
- To file the FRTS, the filer must have a zero net balance, zero debt, and not be seeking or holding the office.
- This document is filed directly with the Local Filing Officer.



CFC-CCDR-FR&TS 1/14

Campaign Contribution Disclosure Final Report and Termination Statement
Georgia Government Transparency and Campaign Finance Commission
200 Piedmont Avenue SE, Suite 1402 West Tower | Atlanta, GA 30334 | 404-463-1980 |

1. Report Type (Select One)
☐ Original
☐ Amendment
Amendment #

2. Filing is being made on behalf of (Select One):
Candidate or Public Official
Office Held or Sought (Include county, municipality, district, post or judicial circuit)
Filer ID (Filer ID that begins with the letter "C")
Organization or Person Other than Candidate's Campaign Committee
Committee Name:
Filer ID: (Filer ID that begins with the letter "NC")

Use Earlier of Post Mark or Hand Delivered Date

3. Identifying and Contact Information
(1) Full Name of Candidate or Other Than Candidate Campaign Committee
(2) Today's Date
(3) Mailing Address City State Zip Code
(4) Primary Contact Phone Number and/ or E-Mail
(5) If a Candidate or Public Official is there a campaign committee (one or more persons) to make campaign transactions, keep financial records of the campaign, or file the reports? ☐ Yes ☐ No
(6) If yes, is the committee registered with the Commission? ☐ Yes ☐ No
(7) If yes, complete the following: Name of Committee Chairperson | Name of Committee Treasurer

4. Person Responsible for Maintaining Campaign Records
(1) Full Name
(2) Mailing Address
(3) City State Zip Code
(4) Primary Contact Phone Number (5) Email Address

5. TERMINATION DATE:

State of County of
I, being duly sworn (affirm), depose and say that the information in this report form is complete, true, and correct. Further, I affirm that the contents in this report are the same as the contents in the electronic filing submitted, if also electronically filed.
Sworn to and subscribed before me on 20
Signature of Notary Public Commission Expiration a. Signature of Candidate b. Organization/Chairperson/Treasurer

(Any person who knowingly fails to comply with or who knowingly violates any of the provisions of the Act shall be guilty of a misdemeanor.)

Public Officer/Candidate/Other Than Candidate Committee Name Page ___ of ___

This document is located on our website http://ethics.ga.gov/formsreportspublications/

17 WHAT IS A CONTRIBUTION?

- Contribution means a gift, subscription, membership, loan, forgiveness of debt, advance or deposit of money or anything of value conveyed or transferred for the purpose of influencing the nomination for election or election of any person for office which is to appear on the ballot in county or a municipal election in this state.
  - In-Kind Contribution: any contribution that is not monetary.
- A contribution shall not include the value of personal services performed by persons who serve without compensation from any source and on a voluntary basis.
  - Volunteering could be someone's pay rate or their time.

By law, when a contributor donates to your campaign, you must record their name, mailing address, occupation, and employer. You will also need the amount of the contribution, the date of receipt and what election the contribution has been accepted and allocated for.

18 CONTRIBUTIONS – CONT. -

- "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, etc.
- Candidates and elected officials ***ARE NOT*** allowed to accept anonymous contributions.
  - Any contribution received anonymously MUST be transmitted to the Office of Treasury & Fiscal Services – 200 Piedmont Ave. Suite 1202 (West Tower), Atlanta, GA 30334 404-656-2168
  - The candidate and elected must notify the Commission of the receipt of the anonymous contribution and its transmittal to the Office of Treasury & Fiscal Services.

Maximum Contribution Limits (For local level filers)	
Primary Election (Contributions are per contributor/per election cycle)	$2,800
Primary Election Run-off (Contributions are per contributor/per election cycle)	$1,500
General Election (Contributions are per contributor/per election cycle)	$2,800
General Election Run-off (Contributions are per contributor/per election cycle)	$1,500

CONTRIBUTION LIMITS

20 RECORD KEEPING

- Candidates and current elected officials are required to maintain detailed records of ***ALL*** contributions received and expenditures made.
- Records maintained by the candidate and/or campaign committee are subject to inspection by the Campaign Finance Commission at ***ANY TIME.***
- Records should be preserved for ***three years*** from the termination date of the candidate's campaign. However, since the Commission's retention schedule is ***six years***, candidates are ***ENCOURAGED*** to keep their records for at least ***six years***.

21

FILING SCHEDULE FOR LOCAL FILERS

Election Year Filing Schedule:

- January 31st
- April 30th
- June 30th
- September 30th
- October 25th
- December 31st

Non-Election Year Filing Schedule

- June 30th
- December 31st

Please Note: To view a detailed filing schedule with the grace period end date, visit http://media.ethics.ga.gov/schedules/ReportFilingScheduleCampaign_Locals_YearSelect.aspx

22 LATE FEES

- Late fees are imposed by the Commission ***AND NOT*** the Local Filing Officer.
- All campaign contribution reports come with a 5-day grace period. If you file within the grace period, you are considered late but have not incurred a late fee. If you file after the grace period, you incur the late fee.
  - $125 is the fee due after the first day of the grace period.
  - $250 is the fee if the report is not filed by the 15th day after the due date of the report.
  - $1000 is the fee if the report is not filed by the 45th day after the due date of the report.
- Late fees for the CCDR ***CAN*** be paid from your campaign funds but you ***CANNOT*** use those funds to pay the late fee for the PFDS.

DISPOSING OF CAMPAIGN CONTRIBUTIONS

- There are ***ONLY*** six ways a candidate or elected official can dispose of campaign funds:
  - As a contribution to any charitable organization described in 26 U.S.C 170(c) as said in federal statue exists on March 1, 1986, and which additionally shall include educational, eleemosynary, and nonprofit organizations.
  - Transfer without limits to any national, state, or local committee or any political party or candidate.
  - Transfer without limits to any persons making contributions pro rata.
  - Use the funds for a future campaign for the same office.
  - Repayment of any prior campaign debt incurred as a candidate.
  - Use toward the fulfillment or retention of office.