

Campaign Finance Reports FAQs

How do I submit my campaign finance reports?

Your reports must be submitted online through the Volusia County Supervisor of Elections' electronic filing system. More information about the system is available in the next section on candidate forms.

After you file your qualifying paperwork or campaign account opening paperwork with the City Clerk's office, they will contact the Volusia County Supervisor of Elections. The Supervisor of Elections' office will contact the campaign treasurer to set up their online reporting account. Online account information will be sent to designated campaign treasurers. Candidates are encouraged to designate themselves as a deputy treasurer for their campaign so that they will also receive this information.

When are reports due by?

Please refer to Section II: Election Dates and Calendars for a calendar of reporting dates. Reports are to be submitted online in the electronic filing system prior to midnight on the day that they are due. Reports not filed by midnight of the required day are deemed late-filed and subject to penalties as prescribed under F.S. Section [106.07\(8\)](#).

Please note that reports may be submitted before their due date. Reports may be filed any time after the designated reporting period has ended and before the specified deadline.

Do I have to file a report if I took in no contributions or have no expenditures for the reporting period?

Yes. Once you've filed an appointment of campaign treasurer and designation of campaign depository (DS-DE 9), you are required to adhere to the reporting deadlines. If you have no activity in the reporting period, you will still need to file a Waiver of Report.

Will the City Clerk's office review my report?

The City Clerk's office will view the reports online at the Volusia County Supervisor of Elections' website and verify that reports are timely submitted and appear complete, but not whether they are "correct."

It is the candidate/candidate's treasurer's responsibility to ensure that their reports are accurate.

If I make a mistake on my report, can I go back in and correct it on the Electronic Filing System?

Once the report is submitted, the system will not permit you to go back and make changes. In order to correct mistakes or add and delete information, you must submit an amended report.

If my treasurer is out of town, can I have an extension to file my report?

No. Election laws do not provide for an extension under these circumstances. (Section [106.07\(8\)\(a\)](#) F.S.). There are *no* justifiable reasons for filing late reports unless otherwise determined by the Florida Elections Commission.

What happens if I file a report late?

You will be notified by the City Clerk's office that you have failed to file a campaign finance report by the applicable due date and that a fine is being assessed for each late day. You will have 20 days within receipt of the notice to pay the fine, unless an appeal is made to the Florida Elections Commission.

Please note that the elections officer is required to report any repeated late filings to the Florida Elections Commission. Any failure to file a report after notice, or any failure to pay an assessed fine, is also required to be reported. The City Clerk, or county elections officer, has no authority to waive any fine regardless of reason – only the Florida Elections Commission has such an authority.

If I am late submitting my report, how is my fine calculated?

Candidates, political committees, electioneering communication organizations, and independent expenditures: \$50 per day for the first three (3) days late and, thereafter, \$500 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater for the period covered by the late report. However, for reports immediately preceding the primary and general election, the fine shall be \$500 per day for each day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report.

The number of late days are calculated as follows: the first late day "begins" on the day after the report was due, the number of days late *includes* weekends and holidays, and the last late day ends on (and includes) the date the report is filed electronically.

How long are campaign records kept at the Division of Elections or the Supervisor of Elections Offices?

Pursuant to Section 98.015(5) F.S. and 106.22(2) F.S., the supervisor shall preserve statements and other information required to be filed with the supervisor's office pursuant to Chapter 106 for a period of ten years from the date of receipt.

I'm having trouble with the online filing system. Who can I ask for help?

If you're having difficulty with your online filing account, or have questions about using the online filing system, please contact the Volusia County Supervisor of Elections' office for assistance.

Please note that the City Clerk's office does not have access to the electronic filing system and cannot access any candidate accounts.