



# APRIL QUARTERLY REPORT NOTICE

---

FEDERAL ELECTION COMMISSION

---

CONGRESSIONAL COMMITTEES

March 22, 2011

## CURRENT REPORT DUE

REPORT	CLOSE OF BOOKS <sup>1</sup>	REG./CERT. & OVERNIGHT MAILING DEADLINE	FILING DEADLINE
April Quarterly	03/31/11	04/15/11	04/15/11

---

## REPORTING SCHEDULE FOR REMAINDER OF 2011

REPORT	CLOSE OF BOOKS <sup>1</sup>	REG./CERT. & OVERNIGHT MAILING DEADLINE	FILING DEADLINE
July Quarterly	06/30/11	07/15/11	07/15/11
October Quarterly	09/30/11	10/15/11	10/15/11 <sup>2</sup>
Year-End	12/31/11	01/31/12	01/31/12

[Click here for Supplemental Filing Information](#)

---

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

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

## 2011 SUPPLEMENTAL FILING INFORMATION CONGRESSIONAL COMMITTEES

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

### WHO MUST FILE

Principal campaign committees of congressional candidates <sup>1</sup> (including unopposed candidates and candidates whose names do not appear on the ballot) must file Quarterly Reports in 2011. <sup>2</sup> See [11 CFR 104.5\(a\)](#). Before a committee can stop filing with the FEC, it must file a termination report with the Commission. See [11 CFR 102.3](#). Committees must continue to file reports until the Commission notifies them in writing that their termination report has been accepted.

### METHODS OF FILING REPORTS

#### Electronic Filing

Reports filed electronically must be received and validated by the Commission by 11:59 p.m. Eastern Time on the filing deadline. See [11 CFR 104.5\(e\)](#).

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

#### Paper Filing - Meeting the Filing Deadline

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

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

### 2011 REPORTING SCHEDULE

- Web Page: [2011 Reporting Dates Page](#)
- The *Record*: [January 2011 issue](#) [PDF]
- [Candidate Guide, p. 79](#) [PDF]

---

<sup>1</sup> Generally, an individual becomes a candidate for federal office (and thus triggers registration and reporting obligations) when his or her campaign exceeds \$5,000 in either contributions received or expenditures made. If the campaign has not crossed the \$5,000 threshold, it is not required to file reports. See [11 CFR 100.3\(a\)](#).

<sup>2</sup> If a candidate has more than one authorized committee, the principal campaign committee must also file a consolidated report on [Form 3Z](#) [PDF].

## COMPLIANCE

### Treasurer Responsibility

Committee Treasurers are responsible for both the timeliness and the accuracy of all reports. They may be subject to monetary penalties if reports are inaccurate or are not filed on time. See [11 CFR 104.14\(d\)](#).

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

### Administrative Fine Program

Political committees and their treasurers who fail to file their reports on time may be subject to civil money penalties up to \$17,600 (or more for repeat late- and non-filers).<sup>3</sup>

See [11 CFR 111.43\(b\)](#). See generally, [11 CFR 111.30](#).

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

## DISCLOSURE OF LOBBYIST BUNDLING ACTIVITY

Campaign committees must file [FEC Form 3L](#) [PDF] if they receive two or more bundled contributions from lobbyists/registrants or lobbyist/registrant PACs that aggregate in excess of \$16,200 during the applicable reporting period ([see page 1 of this notice](#)). See [11 CFR 104.22](#) and [11 CFR 110.17\(e\)](#).

## IMPORTANT FILING INFORMATION - PAPER FILERS

In response to the 2001 anthrax threat, the U.S. Postal Service is irradiating mail directed to many federal agencies, including the FEC and the Secretary of the Senate.<sup>4</sup> This process has not only delayed mail delivery, it has also damaged and in some cases destroyed pieces of mail. As a result, committees that file reports with the FEC may want to consider submitting their reports by some means other than U.S. mail. Alternative methods include electronic filing, overnight mail or delivery service, and hand delivery.

---

<sup>3</sup> Penalties for late- or non-filing of 48-hour notices are based on the amount of contributions received not timely disclosed. As a result, these penalties may exceed \$17,600, even for first-time violations. See [11 CFR 111.44](#).

<sup>4</sup> Senate committees should contact the Secretary of the Senate at (202) 224-0322 for more information on filing reports via US mail.

---

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