

2016 FILING SCHEDULE

REPORTS WITHOUT SPECIFIC DEADLINES

DUE DATE	TYPE / FORM	Period Covered	Note
<p>Requirement to file before beginning a campaign.</p> <p>A filing fee paid to a filing authority to qualify for a place on a ballot is a campaign expenditure that may not be made before filing a campaign treasurer appointment form with the proper filing authority.</p>	<p><u>Appointment of a Campaign Treasurer (CTA) by a Candidate</u></p> <p>https://www.ethics.state.tx.us/forms/cta.pdf</p>	<p>Required before receiving contributions.</p> <p>If you are a candidate (a person who has filed a Form CTA) and you are filing your first report, the start date will be the date your Form CTA was filed.</p> <p>If you are an officeholder who was appointed to an elective office and who did not have a Form CTA on file at the time of the appointment, the start date for your first report will be the date you took office.</p>	<p>Note: If you are an officeholder who appoints a campaign treasurer after a period of not having one, you must file a report of contributions, expenditures, and loans no later than the 15th day after your appointment is effective. This requirement is not applicable if you are a candidate or an officeholder who is merely changing campaign treasurers.</p>
<p>Not specifically tied to a specific date.</p> <p>Participation is optional</p>	<p><u>Candidate Campaign Contract</u></p>	<p>N/A</p>	<p>This contract is for candidates only.</p> <p>Please note the following: the deadline for filing the voluntary "campaign contract" delineated in City Code 2-2-11 is the earlier of (1) 30 days after he or she becomes a candidate under the Texas Election Code; or (2) the date the candidate files for a place on the ballot." For additional information, please refer to the Texas Election Code and the City Clerk's document entitled "Candidate and</p>

			Officeholder Brochure on Campaign Finance,
15th Day after Campaign Treasurer appointment For all officeholders who file locally, this report is due no later than 5 p.m. on the 15th day after an officeholder files Form CTA	<u>15th Day after Campaign Treasurer appointment</u> Candidate/Officeholder Campaign Finance Report (Contribution and Expenditure Form) https://www.ethics.state.tx.us/forms/coh.pdf	The start date is either the day after the last day covered by your last required report or the day you began serving an appointment to elective office. The end date is the day before the campaign treasurer appointment was filed.	This report is due no later than 15 days after the campaign treasurer appointment was filed.
See Last Column (Note) for filing requirement. 48 hours after exceeding the \$500 limit	<u>Exceed \$500 Report</u> Candidate/Officeholder Campaign Finance Report (Contribution and Expenditure Form) https://www.ethics.state.tx.us/forms/coh.pdf	The start date for the report is either the day you appointed your campaign treasurer or the day after the last day covered by your last required report, whichever is later. The end date is the day you exceeded the \$500 limit for contributions or expenditures.	Candidates who chose to file under the modified reporting schedule but then, after the 30th day before the election, exceeded \$500 in contributions or \$500 in expenditures in connection with the election must file this Exceeded \$500 Limit report within 48 hours after exceeding the \$500 limit. The candidate must meet this deadline even if it falls on a weekend or a holiday. Electronic Data File must also be submitted in accordance with the instructions provided by the City Clerk's Office.

<p>There is not a fixed deadline for this report.</p> <p>Required when a Candidate/Officeholder does not expect to accept any further campaign contributions or to make any further campaign expenditures</p>	<p><u>Candidate/Officeholder Campaign Finance Report (Contribution and Expenditure Form): Final Report</u></p> <p>https://www.ethics.state.tx.us/forms/coh.pdf</p>	<p>The start date is the day after the last day covered by your last required report. The end date is the day the final report is filed.</p>	<p>This report must have a completed "C/OH REPORT: DESIGNATION OF FINAL REPORT" (Form C/OH-FR) attached.</p> <p>A Final Report terminates your appointment of campaign treasurer and relieves you of the obligation of filing further reports as a candidate.</p> <p>Electronic Data File must also be submitted in accordance with the instructions provided by the City Clerk's Office.</p>
<p>The report is due no later than the 30th day after the end of the six-year period</p>	<p><u>Candidate/Officeholder Report of Unexpended Contributions (Final Disposition)</u></p> <p>C/OH-UC</p> <p>https://www.ethics.state.tx.us/forms/coh_uc.pdf</p>	<p>For Unexpended Contributions – <u>Final report</u>, the start date is the day after the period covered by your most recent Unexpended Contributions - Annual report. The end date is the date you file the report.</p>	<p>You must file a report of the final disposition of your unexpended contributions or assets. Complete Form C/OH-UC and designate the report as an "Unexpended Contributions – Final" report by checking the "Final Disposition" box.</p> <p>Electronic Data File must also be submitted in accordance with the instructions provided by the City Clerk's Office.</p>
<p>This report is due by 5 p.m. as listed below:</p> <p>1. If the expenditure is made before the 60th day before the date of the</p>	<p><u>ATX 1: Report of Direct Campaign Expenditures</u></p> <p>http://austintexas.gov/page/ca</p>	<p>This report is for persons (including corporations and political committees) other than candidates or campaign committees who made direct campaign expenditures exceeding \$500 in the</p>	<p>City Code, Section 2-2-32(C)</p> <p>Must be filed in accordance with the filing instructions provided by the City Clerk's</p>

<p>election, the report must be filed with the City Clerk no later than the fifth business day after the date of the expenditure.</p> <p>2. If the expenditure is made on or after the 60th day before the date of the election and before the 9th day before the date of the election, the report must be filed no later than the second business day after the date of the expenditure.</p> <p>3. If the expenditure is made on or after the 9th day before the date of the election, the report must be filed no later the first business day after the date of the expenditure.</p>	mpaign-finance-forms	<p>aggregate for the purpose of promoting the election or defeat of any candidate or the passage or defeat of any ballot measure.</p>	<p>Office.</p>
--	--------------------------------------	---	-----------------------

REPORTS WITH SPECIFIC DEADLINES

DUE DATE	TYPE / FORM	Period Covered	Note
January 15, 2016 - 5:00 p.m.	<p><u>January 15th - Semi-Annual</u></p> <p>Candidate/Officeholder Campaign Finance Report (Contribution and Expenditure Form) - C/OH</p> <p>https://www.ethics.state.tx.us/forms/coh.pdf</p> <p><u>ATX 5: Bundling Report</u></p> <p>http://austintexas.gov/page/ca</p>	<p>From: July 1, 2015, or</p> <p>The date of campaign treasurer appointment, or the day after the date the last report ended.</p> <p>To: December 31, 2015</p>	<p>Semi-Annual Report:</p> <p>Must have filed a campaign treasure appointment prior to deadline.</p> <p>https://www.ethics.state.tx.us/forms/cta.pdf</p> <p>Must exceed \$500 in contributions.</p> <p>ATX 5 must be filed for each person/bundler who has solicited and obtained</p>

	campaign-finance-forms <u>ATX 6: Exemption Statement</u> http://austintexas.gov/page/campaign-finance-forms		<p>campaign contributions on behalf of the filer of \$200 or more per person from five or more individuals during the reporting period.</p> <p>ATX 6 must be filed by a candidate if eligible for an exemption from the City's Electronic Data filing requirement.</p>
April 29, 2016 - 4:45 p.m. For Current Officeholders and Executive Staff.	<u>Statement of Financial Information (City form)</u>	From: January 1, 2015, To: December 31, 2015	This form is due the last Friday in April by 4:45 p.m.
July 15, 2016 - 5:00 p.m.	<u>July 15th Semi-Annual</u> Candidate/Officeholder Campaign Finance Report (Contribution and Expenditure Form) https://www.ethics.state.tx.us/forms/coh.pdf <u>ATX 5: Bundling Report</u> http://austintexas.gov/page/campaign-finance-forms <u>ATX 6: Exemption Statement</u> http://austintexas.gov/page/campaign-finance-forms	From: January 1, 2016, Or, the day after the date the last report ended, whichever is later. To: June 30, 2016	Semi-Annual Report: Must have filed a campaign treasure appointment prior to deadline. https://www.ethics.state.tx.us/forms/cta.pdf Must exceed \$500 in contributions. ATX 5 must be filed for each person/bundler who has solicited and obtained campaign contributions on behalf of the filer of \$200 or more per person from five or more individuals

			<p>during the reporting period.</p> <p>ATX 6 must be filed by a candidate if eligible for an exemption from the City's Electronic Data filing requirement.</p> <p>Electronic Data File must also be submitted in accordance with the instructions provided by the City Clerk's Office.</p>
July 25, 2016 – August 22, 2016	<u>Application for place on the ballot</u>	N/A	Filing period for candidates to submit an application for a place on the ballot.
<p>July 29th, 2016 – 4:45 p.m.</p> <p>For Current Mayor and City Council Members</p>	<u>Statement of Financial Information (City Form): JULY UPDATE</u>	<p>From: January 1, 2016</p> <p>To: June 30, 2016</p>	This form is due the last Friday in July by 4:45 p.m.
<p>August 29, 2016 - 4:45 p.m.</p> <p>For Candidates</p>	<u>Statement of Financial Information (City form) for Candidates</u>	<p>From: January 1, 2015,</p> <p>To: December 31, 2015</p>	<p>These are due within 5 working days after the deadline for filing for their respective offices.</p> <p><u>City Code 2-7-74(A)</u></p>
September 12, 2016 - 5:00 p.m.	<u>Personal Financial Statement</u> https://ethics.state.tx.us/e-	<p>From: January 1, 2015,</p> <p>To: December 31, 2015</p>	Required by Texas Government Code, Sec. 572.021 and Sec. 145.004(c).

	forms/e_pfs16.pdf		
<p>October 11, 2016 - 5:00 p.m.</p> <p>Deadline is extended because of weekend and holiday.</p>	<p><u>30th Day pre-election</u></p> <p>Candidate/Officeholder Campaign Finance Report (Contribution and Expenditure Form) 30th day before election</p> <p>https://www.ethics.state.tx.us/forms/coh.pdf</p> <p><u>ATX 5: Bundling Report</u></p> <p>http://austintexas.gov/page/campaign-finance-forms</p>	<p>From: July 1, 2016, or</p> <p>The day after the date the last report ended.</p> <p>To: September 29, 2016</p> <p>40th day before the election</p>	<p>Must have filed a campaign treasure appointment prior to deadline.</p> <p>https://www.ethics.state.tx.us/forms/cta.pdf</p> <p>Must exceed \$500 in contributions.</p> <p>Must be an opposed candidates in an election who did not choose the modified reporting schedule</p> <p>ATX 5 must be filed for each person/bundler who has solicited and obtained campaign contributions on behalf of the filer of \$200 or more per person from five or more individuals during the reporting period.</p> <p>Electronic Data File must also be submitted in accordance with the instructions provided by the City Clerk's Office.</p>
<p>October 31, 2016 – 5:00 p.m.</p>	<p><u>8th Day pre-election</u></p> <p>Candidate/Officeholder Campaign Finance Report (Contribution and Expenditure</p>	<p>From: September 30, 2016,</p> <p>The start date is the 39th day before the election or the day after the date the last report ended.</p>	<p>Must have filed a campaign treasure appointment prior to deadline.</p> <p>https://www.ethics.state.tx.us/f</p>

	<p>Form) 8th day before election</p> <p>https://www.ethics.state.tx.us/forms/coh.pdf</p> <p><u>ATX 5: Bundling Report</u></p> <p>http://austintexas.gov/page/campaign-finance-forms</p>	<p>To: October 29, 2016</p> <p>The end date is the 10th day before the election</p>	<p>orms/cta.pdf</p> <p>Must exceed \$500 in contributions.</p> <p>Must be an opposed candidates in an election who did not choose the modified reporting schedule</p> <p>ATX 5 must be filed for each person/bundler who has solicited and obtained campaign contributions on behalf of the filer of \$200 or more per person from five or more individuals during the reporting period</p> <p>Electronic Data File must also be submitted in accordance with the instructions provided by the City Clerk's Office.</p>
<p>As required during the period of the 9th day before the election and 5 pm on the day before the election.</p>	<p>ATX- Pre-Election Report – Candidates and Officeholders</p> <p>http://austintexas.gov/page/campaign-finance-forms</p>	<p>Begins on the 9th day before the election and ends on at 5 pm on the day before the election.</p> <p>October 31 through November 7, 2016.</p>	<p>Must be filed by any candidate who accepts contributions that total more than \$10,000; loans from personal funds that total more than \$10,000; expenditures from personal funds that total more than \$10,000 during the reporting period. Must be filed no later than 5 p.m. on the first business day after each date that one or more of the thresholds are met.</p> <p>Must be filed in accordance with the filing instructions</p>

			provided by the City Clerk's Office.
As required during the period of the 9th day before the election and 5 pm on the day before the election.	ATX- Pre-Election Report – Political Action Committees http://austintexas.gov/page/campaign-finance-forms	Begins on the 9 th day before the election and ends on at 5 pm on the day before the election. October 31 through November 7, 2016.	Must be filed by any political action committee who accepts contributions that total more than \$2,500; or makes expenditures that total more than \$1,000 during the reporting period. Must be filed no later than 5 p.m. on the first business day after each date that one or more of the thresholds are met. Must be filed in accordance with the filing instructions provided by the City Clerk's Office.
December 5, 2016 – 5:00 p.m. Runoff report is due the 8th day before the runoff election by 5 pm.	<u>Runoff Report</u> Candidate/Officeholder Campaign Finance Report (Contribution and Expenditure Form) 8th day before election https://www.ethics.state.tx.us/forms/coh.pdf	From: October 28, 2016. The start date is the 9 th day before the main election if you filed an 8 th Day Before Election Report. Otherwise it is the day after the last date covered by your last required report. To: December 3, 2016 The end date is the 10 th day before the runoff election.	This report is not required for candidates who are filing under the modified reporting schedule. Electronic Data File must also be submitted in accordance with the instructions provided by the City Clerk's Office.
As required during the period of the 9th day before the election and 5 pm on the	ATX- Pre-Election Report – Candidates and Officeholders	Begins on the 9 th day before the election and ends on at 5 pm on the day before	Must be filed by any candidate who accepts contributions that total more than \$10,000; loans

day before the election.	http://austintexas.gov/page/campaign-finance-forms	the election. December 4 through December 12, 2016.	from personal funds that total more than \$10,000; expenditures from personal funds that total more than \$10,000 during the reporting period. Must be filed no later than 5 p.m. on the first business day after each date that one or more of the thresholds are met. Must be filed in accordance with the filing instructions provided by the City Clerk.
As required during the period of the 9 th day before the election and 5 pm on the day before the election.	ATX- Pre-Election Report – Political Action Committees http://austintexas.gov/page/campaign-finance-forms	Begins on the 9 th day before the election and ends on at 5 pm on the day before the election. December 4 through December 12, 2016.	Must be filed by any political action committee who accepts contributions that total more than \$2,500; or makes expenditures that total more than \$1,000 during the reporting period. Must be filed no later than 5 p.m. on the first business day after each date that one or more of the thresholds are met. Must be filed in accordance with the filing instructions provided by the City Clerk.
January 17, 2017 Deadline is extended because of weekend and holiday For: Former Candidates Officeholders	<u>Annual Report of unexpended contributions</u> Candidate/Officeholder Report of Unexpended Contributions	For your first Unexpended Contributions - <u>Annual report</u> , the start date is the day after the day you filed your Final Report. The start date for all other Unexpended Contributions - Annual reports is January 1 of the previous year. The end date for	You must continue to file Unexpended Contributions - Annual reports until you have disposed of all your unexpended contributions or assets. Once you have disposed of all your

who have filed a final report and who retained unexpended contributions.	(Annual) C/OH-UC https://www.ethics.state.tx.us/forms/coh_uc.pdf	all Unexpended Contributions - Annual reports is December 31 of the previous year.	contributions or assets, you must file an Unexpended Contributions - Final report.
January 17, 2017 - 5:00 p.m.	<u>January 15th - Semi-Annual</u> Candidate/Officeholder Campaign Finance Report (Contribution and Expenditure Form) - C/OH https://www.ethics.state.tx.us/forms/coh.pdf	From: July 1, 2016 , or the date of campaign treasurer appointment, or the day after the date the last report ended. To: December 31, 2016	Must have filed a campaign treasure appointment prior to deadline. https://www.ethics.state.tx.us/forms/cta.pdf Must exceed \$500 in contributions. Electronic Data File must also be submitted in accordance with the instructions provided by the City Clerk's Office.