

REPORTS WITH SPECIFIC DEADLINES			
DUE DATE	REPORT/FORM NAME	PERIOD COVERED	NOTES
<p>Tuesday, January 16, 2018 5:00 p.m.</p> <p>Deadline is extended because of holiday.</p>	<p><u>January 15th - Semi-Annual Report</u></p> <p>Candidate/Officeholder Campaign Finance Report - Form C/OH https://www.ethics.state.tx.us/forms/coh.pdf</p> <p>City of Austin Electronic Data File: Data File Templates http://austintexas.gov/page/campaign-finance-forms</p> <p>If applicable: Schedule ATX 5: Candidate Bundling Report http://austintexas.gov/page/campaign-finance-forms</p>	<p>From: July 1, 2017, <u>or</u> the date of campaign treasurer appointment, <u>or</u> the day after the date the last report ended.</p> <p>To: December 31, 2017</p>	<p>Candidate/Officeholder Campaign Finance Report Form C/OH – Instruction Guide: https://www.ethics.state.tx.us/forms/COH_ins.pdf</p> <p>Must have filed an Appointment of a Campaign Treasurer By a Candidate Form CTA: https://www.ethics.state.tx.us/forms/cta.pdf Required by Tex. Election Code Sec. 254.063, Sec. 254.093 and Sec 1.006</p> <p>Electronic Data File must also be submitted in accordance with the instructions provided by the City Clerk’s Office. Instructions are located at http://www.austintexas.gov/edims/document.cfm?id=246334 Required by Austin City Code 2-2-26.</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. Required by City Code 2-2-22.</p>
<p>Monday, April 30, 2018 4:45 p.m.</p> <p>Current Officeholders and Required Staff.</p>	<p><u>Statement of Financial Information (SFI) (City Form)</u></p> <p>Provided by the Office of the City Clerk.</p>	<p>From: January 1, 2017</p> <p>To: December 31, 2017</p>	<p>This form is due not later than April 30th of each year by 4:45 p.m.</p> <p>Required by City Code §§ 2-7-76, 2-7-72 (A)</p>

<p>Monday, April 30, 2018 5 p.m.</p> <p>Current Officeholders and Required Staff.</p>	<p><u>Personal Financial Statement (PFS)</u></p> <p>https://www.ethics.state.tx.us/e-forms/e_pfs-LOCAL18.pdf</p>	<p>From: January 1, 2017</p> <p>To: December 31, 2017</p>	<p>Form PFS – Instruction Guide: https://www.ethics.state.tx.us/forms/PFS_ins.pdf Required by Tex. Government Code, Sec. 572.021, Sec 572.026, Tex. Election Code Sec. 145.004(a)-(c), and Sec. 1.006.</p>
<p>Monday, July 16, 2018 5:00 p.m.</p> <p>Deadline is extended because of weekend.</p>	<p><u>January 15th - Semi-Annual Report</u></p> <p>Candidate/Officeholder Campaign Finance Report - Form C/OH https://www.ethics.state.tx.us/forms/coh.pdf</p> <p>City of Austin Electronic Data File: Data File Templates http://austintexas.gov/page/campaign-finance-forms</p> <p>If applicable: Schedule ATX 5: Candidate Bundling Report http://austintexas.gov/page/campaign-finance-forms</p>	<p>From: January 1, 2018, or the date of campaign treasurer appointment, <u>or</u> the day after the date the last report ended.</p> <p>To: June 30, 2018</p>	<p>Candidate/Officeholder Campaign Finance Report Form C/OH – Instruction Guide: https://www.ethics.state.tx.us/forms/COH_ins.pdf</p> <p>Must have filed an Appointment of a Campaign Treasurer By a Candidate Form CTA: https://www.ethics.state.tx.us/forms/cta.pdf Required by Tex. Election Code Sec. 254.093 and Sec. 1.006</p> <p>Electronic Data File must also be submitted in accordance with the instructions provided by the City Clerk’s Office. Instructions are located at http://www.austintexas.gov/edims/document.cfm?id=246334 Required by City Code 2-2-26.</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. Required by City Code 2-2-22.</p>
<p>Monday, July 23, 2018 – Monday, August 20, 2018</p>	<p><u>Application for place on the Ballot</u></p> <p>Provided by the Office of the City Clerk.</p>	<p>N/A</p>	<p>Deadline to submit the application is the 78th day prior to election day at 5:00 p.m.</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 [§§ 141.031, 141.040 and Chapter 143]; 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 Officeholder Brochure on Campaign</p>

			Finance.
Friday, July 31, 2018 4:45 p.m.	<u>Statement of Financial Information (SFI) (City Form)</u> Provided by the Office of the City Clerk.	From: January 1, 2018 To: June 30, 2018	This form is due not later than July 31 st of each year by 4:45 p.m. Required by City Code, 2-7-72 (A)
Current Mayor and Council, and spouses, Only			
Monday, August 27, 2018 4:45 p.m.	<u>Statement of Financial Information (SFI) (City Form)</u> Provided by the Office of the City Clerk.	From: January 1, 2017 To: December 31, 2017	This form is due not later than five working days after the deadline for filing for their respective offices. Incumbents are not required to file provided they filed the required report on April 30, 2018. Required by City Code, 2-7-74
Candidates only – Incumbents are not required to refile the report provided the required reports were filed in April.			
Monday, September 10, 2018 5:00 p.m.	<u>Personal Financial Statement (PFS)</u> https://www.ethics.state.tx.us/e-forms/e_pfs-LOCAL18.pdf	From: January 1, 2017 To: December 31, 2017	This form is due by the 20th day after the deadline for filing an application for a place on the ballot. The Deadline for filling an application is Aug 20, 2018. So the 20th day after the deadline will be, Sunday, September 9th, 2018. Required by Texas Government Code, Sec. 572.021 , Sec 572.026 , 572.029 ; Tex. Local Gov't Code Sec.145.004 (a)-(c) .
Deadline is extended because of weekend.			
Candidates only – Incumbents are not required to refile provided the required reports were filed in April.			

<p>Tuesday, October 9, 2018 5:00 p.m.</p> <p>Deadline is extended because of weekend and holiday.</p>	<p><u>30th Day Pre-Election Report</u></p> <p>Candidate/Officeholder Campaign Finance Report - Form C/OH https://www.ethics.state.tx.us/forms/coh.pdf</p> <p>City of Austin Electronic Data File: Data File Templates http://austintexas.gov/page/campaign-finance-forms</p> <p>If applicable: Schedule ATX 5: Candidate Bundling Report http://austintexas.gov/page/campaign-finance-forms</p>	<p>From: July 1, 2018, or</p> <p>the date of campaign treasurer appointment, <u>or</u> the day after the date the last report ended.</p> <p>To: September 27, 2018</p> <p>The end date is the 40th day before the election.</p>	<p>Must be filed by “opposed” candidates if the candidate did not choose the modified reporting schedule or choose the modified reporting schedule but then exceeded the threshold before the 30th day before the election. Tex. Election Code § 254.064.</p> <p>Candidate/Officeholder Campaign Finance Report Form C/OH – Instruction Guide: https://www.ethics.state.tx.us/forms/COH_ins.pdf</p> <p>Must have filed an Appointment of a Campaign Treasurer By a Candidate Form CTA: https://www.ethics.state.tx.us/forms/cta.pdf Required by Texas Government Code Sec. 254.093 and Sec. 1.006</p> <p>Electronic Data File must also be submitted in accordance with the instructions provided by the City Clerk’s Office. Instructions are located at http://www.austintexas.gov/edims/document.cfm?id=246334 Required by City Code 2-2-26.</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. Required by City Code 2-2-22.</p>

<p>Monday, October 29, 2018 5:00 p.m.</p>	<p><u>8th Day Pre-Election Report</u></p> <p>Candidate/Officeholder Campaign Finance Report - Form C/OH https://www.ethics.state.tx.us/forms/coh.pdf</p> <p>City of Austin Electronic Data File: Data File Templates http://austintexas.gov/page/campaign-finance-forms</p> <p>If applicable: Schedule ATX 5: Candidate Bundling Report http://austintexas.gov/page/campaign-finance-forms</p>	<p>From: September 28, 2018, <u>or</u></p> <p>the date of campaign treasurer appointment, <u>or</u> the day after the date the last report ended.</p> <p>To: October 27, 2018</p> <p>The end date is the 10th day before the election.</p>	<p>Must be filed by “opposed” candidates if the candidate did not choose the modified reporting schedule or choose the modified reporting schedule but then exceeded the threshold before the 8th day before the election. Tex. Election Code § 254.064.</p> <p>Candidate/Officeholder Campaign Finance Report Form C/OH – Instruction Guide: https://www.ethics.state.tx.us/forms/COH_ins.pdf</p> <p>Must have filed an Appointment of a Campaign Treasurer By a Candidate Form CTA: https://www.ethics.state.tx.us/forms/cta.pdf Required by Texas Government Code Sec. 254.093 and Sec. 1.006</p> <p>Electronic Data File must also be submitted in accordance with the instructions provided by the City Clerk’s Office. Instructions are located at http://www.austintexas.gov/edims/document.cfm?id=246334 Required by City Code 2-2-26.</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. Required by City Code 2-2-22.</p>
<p>Monday, October 29, 2018 thru Monday, November 6, 2018</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><u>ATX- Pre-Election Report (ATX7) Candidates and Officeholders</u></p> <p>http://austintexas.gov/page/campaign-finance-forms</p>	<p>October 28, 2018 through November 5, 2018</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. City Code § 2-2-29(C).</p> <p>Must be filed in accordance with the filing instructions provided by the City Clerk’s Office.</p>

<p>Monday, October 29, 2018 thru Monday, November 5, 2018</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><u>ATX- Pre-Election Report (ATX7) Political Action Committees</u></p> <p>http://austintexas.gov/page/campaign-finance-forms</p>	<p>October 28, 2018 through November 5, 2018.</p>	<p>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. City Code § 2-2-29(D).</p> <p>Must be filed in accordance with the filing instructions provided by the City Clerk’s Office.</p>
<p>Tuesday, January 15, 2019 5:00 p.m.</p>	<p><u>January 15th - Semi-Annual Report</u></p> <p>Candidate/Officeholder Campaign Finance Report - Form C/OH https://www.ethics.state.tx.us/forms/coh.pdf</p> <p>City of Austin Electronic Data File: Data File Templates http://austintexas.gov/page/campaign-finance-forms</p> <p>If applicable: Schedule ATX 5: Candidate Bundling Report http://austintexas.gov/page/campaign-finance-forms</p>	<p>From: July 1, 2018, or the date of campaign treasurer appointment, <u>or</u> the day after the date the last report ended.</p> <p>To: December 31, 2018</p>	<p>Candidate/Officeholder Campaign Finance Report Form C/OH – Instruction Guide: https://www.ethics.state.tx.us/forms/COH_ins.pdf</p> <p>Must have filed an Appointment of a Campaign Treasurer By a Candidate Form CTA: https://www.ethics.state.tx.us/forms/cta.pdf Required by Texas Government Code Sec. 254.093 and Sec. 1.006</p> <p>Electronic Data File must also be submitted in accordance with the instructions provided by the City Clerk’s Office. Instructions are located at http://www.austintexas.gov/edims/document.cfm?id=246334 Required by City Code 2-2-26.</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. Required by City Code 2-2-22.</p>

ADDITIONAL REPORTS THAT MAY BE REQUIRED			
DUE DATE	REPORT/FORM NAME	PERIOD COVERED	NOTES
<p>Requirement: file before accepting campaign contributions or authorizing campaign expenditures before submitting a filing. This form is also used if you are planning to change your Campaign Treasurer.</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)</u></p> <p>https://www.ethics.state.tx.us/forms/cta.pdf</p> <p><u>Amended Appointment of a Campaign Treasurer (ACTA)</u></p> <p>https://www.ethics.state.tx.us/forms/acta.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>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 [§§ 141.031, 141.040 and Chapter 143]; 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 Officeholder Brochure on Campaign Finance.”</p>
<p>Not tied to a specific date. Participation is optional</p> <p>Candidates only</p>	<p><u>Candidate Campaign Contract</u></p> <p>Provided by the Office of the City Clerk.</p>	<p>2018 Election</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 [§§ 141.031, 141.040 and Chapter 143] 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 Officeholder Brochure on Campaign Finance.”</p>

<p>Due on the 15th day after a candidate files Form CTA. 5:00 p.m.</p> <p>Officeholders Only</p>	<p><u>15th Day after Campaign Treasurer Appointment Report</u></p> <p>Candidate/Officeholder Campaign Finance Report - Form C/OH https://www.ethics.state.tx.us/forms/coh.pdf</p> <p>City of Austin Electronic Data File: Data File Templates http://austintexas.gov/page/campaign-finance-forms</p> <p>If applicable: Schedule ATX 5: Candidate Bundling Report http://austintexas.gov/page/campaign-finance-forms</p>	<p>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.</p> <p>The end date is the day before the campaign treasurer appointment was filed.</p>	<p>Candidate/Officeholder Campaign Finance Report Form C/OH – Instruction Guide: https://www.ethics.state.tx.us/forms/COH_ins.pdf</p> <p>Electronic Data File must also be submitted in accordance with the instructions provided by the City Clerk’s Office. Instructions are located at http://www.austintexas.gov/edims/document.cfm?id=246334 Required by City Code 2-2-26.</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. Required by City Code 2-2-22.</p>
<p>Due 48 hours after exceeding the \$500 limit</p>	<p><u>Exceeded \$500 Limit Report</u></p> <p>Candidate/Officeholder Campaign Finance Report - Form C/OH https://www.ethics.state.tx.us/forms/coh.pdf</p> <p>City of Austin Electronic Data File: Data File Templates http://austintexas.gov/page/campaign-finance-forms</p> <p>If applicable: Schedule ATX 5: Candidate Bundling Report http://austintexas.gov/page/campaign-finance-forms</p>	<p>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.</p> <p>The end date is the day you exceeded the \$500 limit for contributions or expenditures.</p>	<p>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.</p> <p>Candidate/Officeholder Campaign Finance Report Form C/OH – Instruction Guide: https://www.ethics.state.tx.us/forms/COH_ins.pdf</p> <p>Electronic Data File must also be submitted in accordance with the instructions provided by the City Clerk’s Office. Instructions are located at http://www.austintexas.gov/edims/document.cfm?id=246334 Required by City Code 2-2-26.</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. Required by City Code 2-2-22.</p>

<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>Candidate/Officeholder Campaign Finance Report - Form C/OH https://www.ethics.state.tx.us/forms/coh.pdf</p> <p>City of Austin Electronic Data File: Data File Templates http://austintexas.gov/page/campaign-finance-forms</p> <p>If applicable: Schedule ATX 5: Candidate Bundling Report http://austintexas.gov/page/campaign-finance-forms</p>	<p>The start date is the day after the last day covered by your last required report.</p> <p>The end date is the day the final report is filed</p>	<p>A Final Report terminates your appointment of campaign treasurer and relieves you of the obligation of filing further reports as a candidate. It is required when a Candidate/Officeholder does not expect to accept any further campaign contributions; make any further campaign expenditures; or expects no reportable activity in connection with the candidacy. Tex. Election Code §254.065(a).</p> <p>To file a Final Report, you must complete the “C/OH CAMPAIGN FINANCE REPORT” (Form C/OH), check the “final” box in section 9 on the Cover Sheet, and complete and attach the “C/OH REPORT: DESIGNATION OF FINAL REPORT” (Form C/OH-FR).</p> <p>Candidate/Officeholder Campaign Finance Report Form C/OH – Instruction Guide: https://www.ethics.state.tx.us/forms/COH_ins.pdf</p> <p>Electronic Data File must also be submitted in accordance with the instructions provided by the City Clerk’s Office. Instructions are located at http://www.austintexas.gov/edims/document.cfm?id=246334 Required by City Code 2-2-26.</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. Required by City Code 2-2-22.</p>
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<p>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>Candidate/Officeholder Report of Unexpended Contribution Report - Form C/OH-UC https://www.ethics.state.tx.us/forms/coh_uc.pdf</p> <p>City of Austin Electronic Data File: Data File Templates http://austintexas.gov/page/campaign-finance-forms</p> <p>If applicable: Schedule ATX 5: Candidate Bundling Report http://austintexas.gov/page/campaign-finance-forms</p>	<p>The start date is the day after the period covered by your most recent Unexpended Contributions - Annual report.</p> <p>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>Candidate/Officeholder Campaign Finance Report Form C/OH-UC – Instruction Guide: https://www.ethics.state.tx.us/forms/COHuc_ins.pdf</p> <p>Electronic Data File must also be submitted in accordance with the instructions provided by the City Clerk’s Office. Instructions are located at http://www.austintexas.gov/edims/document.cfm?id=246334 Required by City Code 2-2-26.</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. Required by City Code 2-2-22.</p>
<p>Due by 5 p.m.:</p> <p>1. If the expenditure is made before the 60th day before the date of the 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><u>Report of Direct Campaign Expenditures: Schedule ATX.1</u></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 aggregate for the purpose of promoting the election or defeat of any candidate or the passage or defeat of any ballot measure</p> <p>http://www.austintexas.gov/edims/document.cfm?id=252264</p>		<p>Report of Direct Campaign Expenditures: Schedule ATX.1 Instruction Guide: http://www.austintexas.gov/edims/document.cfm?id=252269 Required by City Code, Section 2-2-32(C)</p> <p>Must be filed in accordance with the filing instructions provided by the City Clerk’s Office.</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>			
<p>Due by 5 p.m.:</p> <p>1. If the transfer is made before the 60th day before the date of the election, the report must be filed with the City Clerk no later than the fifth business day after the date of the transfer.</p> <p>2. If the transfer 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 transfer.</p> <p>3. If the transfer 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 transfer.</p>	<p><u>Report of Covered Transfers Supporting Direct Campaign Expenditures: Schedule ATX.8</u></p> <p>http://www.austintexas.gov/edims/document.cfm?id=270612</p>		<p><u>Report of Covered Transfers Supporting Direct Campaign Expenditures: Schedule ATX.8 Instruction Guide:</u></p> <p>http://www.austintexas.gov/edims/document.cfm?id=270611</p> <p>Required by City Code, Section 2-2-34</p> <p>Must be filed in accordance with the filing instructions provided by the City Clerk’s Office.</p>
	<p><u>Exemption Statement: Schedule ATX.6</u></p> <p>Allows a candidate or officeholder running for re-election to be exempt from the structured data file requirement under certain conditions.</p> <p>http://www.austintexas.gov/edims/document.cfm?id=252265</p>		<p>Permitted under City Code, Section 2-2-26(G)(3)</p>