

# CAMPAIGN FINANCE CHECKLIST FOR 2017 MUNICIPAL AND SCHOOL DISTRICT CANDIDATES

Candidates should determine if they are required to make financial disclosure reports.

For Milwaukee City offices, the filing officer is the Milwaukee City Board of Election Commissioners. For all other municipal offices the filing officer is the municipal clerk. For school district offices, the filing officer is the school district clerk. Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

## If NOT claiming the exemption from reporting requirements:

- Obtain a copy of the ***Campaign Finance Overview – Local Candidates*** (Revised 2016) Manual from your filing officer and carefully review it with your treasurer.
- Complete and submit a ***January Continuing Campaign Finance Report (Form ETHCF-2L)*** to the filing officer no later than **January 16, 2017**, if registered before January 1, 2017. This report covers activity from July 1, 2016, or the date of registration (whichever is later), through December 31, 2016.
- Complete and submit a ***Pre-Primary Campaign Finance Report (Form ETHCF-2L)*** to the filing officer no later than **February 13, 2017**, if a primary is held. This report covers activity from January 1, 2017, through February 6, 2017.
- Complete and submit a ***Pre-Election Campaign Finance Report (Form ETHCF-2L)*** to the filing officer, no later than **March 27, 2017**. This report covers activity from February 7, 2017, through March 20, 2017, if a primary is held, **or** January 1, 2017, through March 20, 2017, if no primary is held.
- Complete and submit a ***July Continuing Campaign Finance Report (Form ETHCF-2L)*** to the filing officer no later than **July 15, 2017**. This report covers activity from March 21, 2017, through June 30, 2017.

***Committees must file “Continuing Reports” until a termination report (ETHCF-2L) is filed.***

For further information please contact the Wisconsin Ethics Commission.