

## CAMPAIGN FINANCE CYCLE 4 INFORMATION

**Who must file:** SIXTH TUESDAY PRE-ELECTION (CYCLE 4) REPORTS are required to be filed *only* by candidates for statewide office, their authorized candidate committees, and any political committee or lobbyist that has made an expenditure to influence the election of a statewide candidate. In 2009, statewide offices appearing on the ballot include the following:

**JUSTICE OF THE SUPREME COURT  
JUDGE OF THE SUPERIOR COURT  
JUDGE OF THE COMMONWEALTH COURT**

Political committees/lobbyists that have not made an expenditure to influence the election of a candidate for the statewide offices listed above do not need to file the Sixth Tuesday Pre Primary/Election report.

**Filing deadline:** Cycle 4 Reports are to be complete as of Monday, September 14<sup>th</sup>, 2009. The deadline for filing Cycle 4 Reports is the close of business on Tuesday, September 22<sup>nd</sup>, 2009.

**Smart Client:** Campaign finance management and filing software called **Campaign Finance Smart Client** is available free of charge from the Philadelphia Records Department. The software is intended to allow campaign finance administrators to maintain contribution and expenses databases easily during the periods leading to filing deadlines and then file their required campaign finance records quickly and efficiently. The software can be downloaded from the Records Department's Campaign Finance web page at <http://www.phila.gov/records/CampaignFinance/CampaignFinance.html>.

The Smart Client software contains many features to support campaign finance filing, such as the ability to maintain records from cycle to cycle and print reports for filing with the City Commissioners office. Samples of Smart Client features:

- Maintain records from cycle to cycle and year to year
- Easily file Campaign Finance Statements and Reports
- Print reports required by City Commissioners' office
- Electronically validate Filer ID
- Print transaction Report
- Produce 24-Hour Contribution/Expenditure and Independent Expenditure Reports
- Print Affidavit

**Other supported filing methods:** Philadelphia law requires electronic filing of campaign finance records. Philadelphia accepts submission of campaign finance reports using the following methods:

- (1) Smart Client filing software;
- (2) submission of text files via the Philadelphia Campaign Finance filing website;
- (3) submission of individually-entered records via the Campaign Finance filing website;
- (4) submission of text files on CD delivered to the Campaign Finance customer service filing headquarters (see below) or Department of Records main office in Room 156, City Hall;

**Campaign finance customer service headquarters:** For Cycle 4, the temporary filing headquarters will again be available for the convenience of Philadelphia filers. The filing headquarters will be located in the **Marriott Residence Inn**, One East Penn Square (corner of Market and Juniper, across the street from City Hall). The room will be identified on the hotel's information board, labeled "Philadelphia Campaign Finance Filing Center" and easily-accessible from the lobby.

Filers wishing to enter their records using city computers or needing assistance with any method of electronic filing are urged to come to the filing headquarters during filing week.

The filing headquarters will be open and customer service staff available from Wednesday, September 16<sup>th</sup>, through Friday, September 18<sup>th</sup>, and from Monday, September 21<sup>st</sup>, through Tuesday, September 22<sup>nd</sup>, from 9 AM until 6 PM each day. Computer workstations will be available for those filers wishing to input campaign finance records onsite.

A campaign finance support phone line to the filing headquarters will be available during filing center hours (see above). The number is 215-854-4039.

**For additional information:**

For information about Pennsylvania's campaign finance filing legal requirements, please contact the Campaign Finance Division at (717) 787-5280 or via e-mail at [ra-bcel@state.pa.us](mailto:ra-bcel@state.pa.us), or visit their website (<http://www.campaignfinance.state.pa.us/>).

For questions about Philadelphia's campaign finance laws and reporting requirements, please refer to the Philadelphia Board of Ethics website (<http://www.phila.gov/ethicsboard/>) or call (215) 686-9450.

For information about acceptable electronic filing methods and procedures for Philadelphia, check the Philadelphia Records Department's Campaign Finance website at <http://www.phila.gov/records/CampaignFinance/CampaignFinance.html> or e-mail [records.info@phila.gov](mailto:records.info@phila.gov).