



**CITY OF PHILADELPHIA
BOARD OF ETHICS**

PROCEDURE FOR LATE FILING PENALTY ASSESSMENT LETTER

Philadelphia’s Campaign Finance Law requires that those who participate in covered City elections file campaign finance reports with the Board of Ethics. Board Enforcement Staff routinely review campaign finance records to determine whether all candidates, political committees, and other persons have timely filed required campaign finance reports. In order to expedite and simplify the assessment of penalties for the late filing of campaign finance reports, Enforcement Staff shall use the following procedure:

- If Enforcement Staff determine that a person has failed to file a required report, they shall promptly attempt to contact that person.
- If the person files the required report within 30 days of the filing deadline, Enforcement Staff shall notify the person that the Executive Director will not pursue an enforcement action if the person pays a civil monetary penalty in the amount indicated in the below schedule.
- Upon receipt of such payment, the Executive Director shall consider the matter closed and shall take no further action upon it.
- Enforcement Staff shall routinely notify the Board in public meetings of all late filings they have resolved through this procedure.

The Executive Director shall not use this procedure for reports filed for the 24 hour reporting period or for filers who have previously been required by the Board to pay a penalty for more than one late filing. The Executive Director may use this procedure for filers who self-report later filings, in which case the penalties set forth below shall be reduced by an additional 50%, so long as the penalty is not less than \$250. The Executive Director need not use this procedure: (1) in the case of a filer who has never previously been required to file with the Board; (2) if he believes that the penalties set forth below would be insufficient; or (3) if, due to extraordinary circumstances, he believes a penalty would be inappropriate.

PENALTY SCHEDULE			
Days late	Max penalty per § 20-1300	Assessed Penalty	Repeat Violator
1 day late	\$250	\$250	\$250
2 days late	\$500	\$300	\$400
3 days late	\$750	\$400	\$600
4 days late	\$1,000	\$500	\$800
5 days late	\$1,250	\$650	\$1,000
6 days late	\$1,500	\$750	\$1,300
7 days late	\$1,750	\$900	\$1,500
8 days late	\$2,000	\$1,000	\$1,750
9 – 30 days late	\$2,000	\$1,500	\$2,000

Approved by Board: February 15, 2017