

ATTENTION CLUB PRESIDENTS AND PAC TREASURERS

PAC REPORTING REQUIREMENTS

Congratulations to all club PAC treasurers on filing your July 15 report with the Texas Ethics Commission. As a reminder, you must maintain all supporting documentation for two years.

Political committees must file pre-elect reports if they accept contributions or make expenditures and had activity in connection with the election. Reports due before the November 4, 2008, General Election are the 30th day report and the 8th day report. *If your club does not file electronically, allow sufficient mailing time or hand deliver to the Texas Ethics Commission by the due date.*

30th Day Report. The beginning date for the report is July 1, 2008, or the date of PAC treasurer appointment, or the day after the date the last report ended. The ending date for the report is September 25, 2008. **The report must be received by the Texas Ethics Commission by Monday, October 6, 2008.**

8th Day Report. The beginning date for the report is September 26, 2008, or the date of PAC treasurer appointment, or the day after the date the last report ended. The ending date for the report is October 25, 2008. **The report must be received by the Texas Ethics Commission by Monday, October 27, 2008.** *If your club filed a 30 day report, you must file the 8 day report even if your club had no activity during the reporting period.*

REMINDER: As your club updates your membership application form for 2009 or if your club is planning a fall fundraiser, remember you must include the Disclosure Statement on the face of the political advertising and must include the following:

1. The words "political advertising" or a recognizable abbreviation such as "pol. adv.";
2. The full name of the committee authorizing the political advertising.

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