



City of Miami
2016 – Calendar of Reporting Dates
for Office Accounts

Quarterly Reports:

Reports shall be filed on the 10th day following the end of a calendar quarter following the 90-day termination report until the office account is closed. [F.S. 106.141(5)]

Report	From	To	Due Date	Notes
Quarter 01	01-01-16	03-31-16	04-11-16	Quarterly Report
Quarter 02	04-01-16	06-30-16	07-11-16	Quarterly Report
Quarter 03	07-01-16	09-30-16	10-11-16	Quarterly Report
Quarter 04	10-01-16	12-31-16	01-10-17	Quarterly Report

Office Account(s) Reports:

Quarterly Office Account Reports shall be filed with the Office of the City Clerk using the following forms:

- [Form DS-DE 48](#): Office Account Report, and
- [Form DS-DE 48A](#): Office Account Disbursement or Deposit Information.

Upon leaving office, any person who has funds in an office account shall give such funds to:

- A charitable organization or organizations that meet the requirements of Section 501(c)(3) of the Internal Revenue Code; or,
- In the case of a state officer, to the state to be deposited in the General Revenue Fund; or,
- In the case of an officer of a political subdivision, to the political subdivision to be deposited in the general fund thereof.

Such Report(s) shall be signed by the candidate and certified as true and correct and filed with the Office of the City Clerk. Report(s) shall be filed no later than 5 p.m. of the day designated; however, any report postmarked by the United States Postal Service no later than midnight of the day designated is deemed to have been filed in a timely manner.

Additional Information:

For additional information, please refer to the Office of the City Clerk's Election Webpage located at http://www.miamigov.com/City_Clerk/Pages/Elections/Elections.asp.

If you have any questions, contact the Office of the City Clerk at 305-250-5361 or Sandra Forges, Elections Coordinator, via phone at 305-250-5369 or via email at sforges@miamigov.com.