

Campaign financial reporting quick reference guide for city council and school board candidates

General information & resources

Candidates are responsible for following the provisions of Minnesota Statutes 211A and 211B regarding Campaign Financial Reporting and Fair Campaign Practices. **Please remember that the city clerk's office cannot interpret laws or provide campaign or financial advice for candidates.**

Initial report

A committee or a candidate must submit an initial report to the filing officer (city clerk) within 14 days of the candidate or committee receiving or making disbursements of more than \$750 in a calendar year and shall continue to make the reports listed below.

Campaign finance reporting schedule - to be followed once initial report has been filed

- October 25, 2025 - A report needs to be filed 10 days before the general election
- November 11, 2025 - Certification of filing due (see below)
- December 4, 2025 - A report needs to be filed 30 days after the general election
- January 31, 2026 - A report needs to be filed by January 31 of each year unless a final report has been filed
- Final Report - due after candidate has settled all debts and disposed of all assets in excess of \$100

How to file reports

Reports can be submitted to the city clerk via email (mkennedy@stlouispark.org), mail, or in-person at city hall.

Statement of Economic Interest

This form is due within 14 days of filing for office and is public information. It details financial interests of the candidate, spouse, and/or minor children. This is a way to identify and disclose any potential conflicts of interest with city business.

Certification of filing - due November 11, 2025

Each candidate or committee shall certify to the filing officer that all reports required by Section 211A.02 have been submitted to the filing officer *OR* that the candidate or committee has not received contributions or made disbursements exceeding \$750 in the calendar year.

Final report

A candidate or committee may file a final report when all debts have been settled and all assets in excess of \$100 in the aggregate are disposed of. The final report may be filed at any time and must include the kinds of information contained in the financial statements required by Section 211A.02 for the period from the last report to the date of the final report.

Notice of failure to file

If a candidate or committee fails to file a report on the date it is due, the filing officer shall immediately notify the candidate or committee of a failure to file. If a report is not filed within 10 days after the notification is mailed, the filing officer shall file a complaint under Section 211B.32.

For City Council candidates only - St. Louis Park Home Rule Charter

Be sure to review rules related to campaign finance in the St. Louis Park Home Rule Charter which are primarily in Chapter 12.

Designate a personal campaign committee

Candidates must designate a personal campaign committee with a treasurer. File with the city clerk any time before expenditures are made. The form to do this is available on the city website, otherwise it will be given to you when you file.