**Section 125.520 Staff Review and Enforcement of Reporting Requirements**

Prior to filing a written complaint pursuant to Code Section 9-20, the State Board of Elections, through its staff, will:

a) Notify in writing each political committee that has failed to file a required report, or whose report is incorrect, incomplete, inaccurate or otherwise not in compliance with the law. Notification for failure to file a quarterly report shall be sent to all established political committees required to file that report. Notification of any violation of Code Section 9-10 shall be provided to the political committee no later than 365 days after the date of the violation.

b) The written notice required by subsection (a) shall be given by personal service or First Class mail. With respect to documents required that have been filed, the notice shall specify to the extent possible the deficiencies claimed in the reports.

c) The notice must also set a time, place and date for a pre-complaint conference to be held in accordance with Section 125.530. The conference will be afforded to any political committee or its chair or treasurer, or to any other person affected, prior to a complaint being filed by or on behalf of the Board.

d) For good cause shown, the Director of the Division of Campaign Disclosure of the Board may extend the time for compliance for an additional 30 days after the date of the pre-complaint conference. No further extensions of time shall be given without express Board approval, and in those cases in which the reporting committee is subject to a "Standing Order" provision as provided in Section 125.420, no extensions of time shall be given.

(Source: Amended at 47 Ill. Reg. 5503, effective March 30, 2023)