



**Basics and
Best Practices**

▣ August 25, 2015

 FECConnect REGIONAL
2015-16 Election Cycle

Basics & Best Practices
Slide 1

Objectives

- ▣ Review Basic Provisions of FECA
- ▣ Examine Recordkeeping and Filing Requirements
- ▣ Recommend “Best Practices”
- ▣ Highlight Compliance Resources

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PART 1: REGISTRATION AND REPORTING REQUIREMENTS

Campaign Finance Laws

- ▣ Federal Election Campaign Act (FECA)
 - ▶ Disclosure
 - ▶ Limitations and Prohibitions
 - ▶ Administration and Enforcement



Campaign Finance Laws

- ▣ Federal Election Campaign Act (FECA)
 - ▼ Disclosure
 - Political committees must register and report receipts and disbursements
 - Political committees must include disclaimers on public communications



Campaign Finance Laws

- ▣ Basic Registration Thresholds
 - ▶ Candidates: Raise/Spend > \$5,000
 - ▶ Parties: Raise/Spend > \$1,000
 - ▶ SSFs: Register Upon Establishment
 - ▶ Other PACs: Raise/Spend > \$1,000



Campaign Finance Laws

- ▣ Basic Registration Thresholds
 - ▼ Candidates: Raise/Spend > \$5,000
 - ▣ Testing the Waters Exemption



Campaign Finance Laws

- ▣ Basic Registration Thresholds
 - ▼ Local Party Organizations
 - ▣ Raises > \$5,000 in Contributions
 - ▣ Spends > \$5,000 on Exempt Activities



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Registration: First Steps

- ▣ Call FEC Information Division
1-800-424-9530 (Press 6)
- ▣ Get a Tax ID Number from the IRS
- ▣ Open a Bank Account



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http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/How-to-Apply-for-an-EIN

How to Apply for an EIN

Applying for an EIN is a free service offered by the Internal Revenue Service. Beware of websites on the Internet that charge for this free service.

If you are a home-care service recipient who has a previously assigned EIN either as a sole proprietor or as a household employer, do not apply for a new EIN. Use the EIN previously provided. If you can not locate your EIN for any reason, follow the instructions on the [Lost or Misplaced Your EIN?](#) Web page.

Apply Online
The [Internet EIN](#) application is the preferred method for customers to apply for and obtain an EIN. Once the application is completed, the information is validated during the online session, and an EIN is issued immediately. The online application process is available for all entities whose principal business, office or agency, or legal residence (in the case of an individual), is located in the United States or U.S. Territories. The principal officer, general partner, grantor, owner, trustee etc. must have a valid Taxpayer Identification Number (Social Security Number, Employer Identification Number, or Individual Taxpayer Identification Number) in order to use the online application.

Apply by Fax
Taxpayers can fax the completed [Form SS-4](#) (PDF) application to the appropriate fax number (see [Where to File Your Taxes for Form SS-4](#)), after ensuring that the Form SS-4 contains all of the required information. If it is determined that the entity needs a new EIN, one will be assigned using the appropriate procedures for the entity type. If the taxpayer's fax number is provided, a fax will be sent back with the EIN within four (4) business days.

Apply by Mail
The processing timeframe for an EIN application received by mail is four weeks. Ensure that the

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Bank Accounts & Investments

- Every political committee must have checking account
- Additional investments accounts are permitted
- All receipts and disbursements must pass through checking account

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I. Campaign Depository (11 CFR 103.2 and 103.3)

A. Disclose on Form 1.

B. Required Accounts

1. Must have at least one (federal) checking account.
2. All contributions deposited into and expenditures made from depository.

C. Timing

Deposit contributions within 10 days of treasurer's receipt.

Candidate Registration

**FEC FORM 2
STATEMENT OF CANDIDACY**

1. (a) Name of Candidate (in full)		2. Candidate's FEC Identification Number
(b) Address (number and street)	<input type="checkbox"/> Check if address changed	
(c) City, State, and ZIP Code	3. Is This Statement <input type="checkbox"/> New OR <input type="checkbox"/> Amended	
4. Party Affiliation	5. Office Sought	6. State & District of Candidate

DESIGNATION OF PRINCIPAL CAMPAIGN COMMITTEE

7. I hereby designate the following named political committee as my Principal Campaign Committee for the _____ election(s).
(year of election)

NOTE: This designation should be filed with the appropriate office listed in the instructions.

(a) Name of Committee (in full)
(b) Address (number and street)
(c) City, State, and ZIP Code

DESIGNATION OF OTHER AUTHORIZED COMMITTEES
(Including Joint Fundraising Representatives)

8. I hereby authorize the following named committee, which is NOT my principal campaign committee, to receive and expend funds on behalf of my candidacy.

NOTE: This designation should be filed with the principal campaign committee.

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II. Committee Registration

A. Candidate and Campaign Committee Registration (11 CFR 101.1, 102.1(d) and 102.2)

1. **FEC Form 2**
Candidate files Statement of Candidacy (FEC Form 2) within 15 days of triggering candidacy (i.e., raise/spend over \$5,000).
2. **FEC Form 1**
Principal campaign committee files Statement of Organization (FEC Form 1) within 10 days of designation by candidate.

Committee Registration

- ▶ Name of Committee
- ▶ Treasurer & Assistant Treasurer
- ▶ Amendments



- B. Committee Registration (11 CFR 102.1(d) and 102.2)**
- 1. FEC Form 1**
File Statement of Organization (FEC Form 1) within 10 days of triggering registration.
 - 2. Requirements**
Committees that file electronically must include their email address. Others are encouraged to do so.
 - 3. Amendments**
Amend Statement of Organization (and other filings) when necessary within 10 days of change.

Committee Registration

▼ Name of Committee

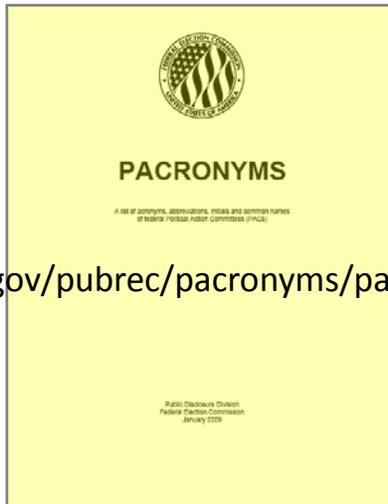
- PCC must include candidate's name
- Unauthorized committees cannot use candidate's name
- SSF must include connected organization's name



C. Name and Address of Committee

- 1. Principal Campaign Committee and Authorized Committees**
Name must include name of the candidate.
- 2. Corporate/Labor/Member/Trade SSF:**
Official name must include name of connected organization.
- 3. Use Committee's Official Name on:**
 - a) FEC reports and statements.
 - b) Disclaimer notices for public advertising.

Committee Registration



www.fec.gov/pubrec/pacronyms/pacronyms.shtml



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Committee Registration

▼ E-Mail Address:

- Required for E-Filers
- Necessary to receive report notices and other courtesy mailings from FEC



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4. Street Address, Email, Website

- a) E-Mail required for electronic filers; necessary to receive FEC report notices and other courtesy materials.

b) URL required if committee has web page.

Committee Registration

FEC FORM 1 **STATEMENT OF ORGANIZATION**

1. NAME OF COMMITTEE (in full) 12FE4M5

ADDRESS (number and street) _____
 (Check if address is changed)

CITY _____ STATE _____ ZIP CODE _____

COMMITTEE'S E-MAIL ADDRESS (Please provide only one e-mail address)
 (Check if address is changed)

COMMITTEE'S WEB PAGE ADDRESS (URL)
 (Check if address is changed)

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Committee Registration

FEC Form 1 (Revised 02/2009) Page 2

5. TYPE OF COMMITTEE

Candidate Committee:

(a) This committee is a principal campaign committee. (Complete the candidate information below.)

(b) This committee is an authorized committee, and is NOT a principal campaign committee. (Complete the candidate information below.)

Name of Candidate _____

Candidate Party Affiliation _____ Office Sought: House Senate President State District _____

(c) This committee supports/opposes only one candidate, and is NOT an authorized committee.

Name of Candidate _____

Party Committee:

(d) This committee is a _____ (National, State or subordinate) committee of the _____ (Democratic, Republican, etc.) Party.

Political Action Committee (PAC):

(e) This committee is a separate segregated fund. (Identify connected organization on line 6.) Its connected organization is a:

Corporation Corporation w/o Capital Stock Labor Organization

Membership Organization Trade Association Cooperative

In addition, this committee is a Lobbyist/Registrant PAC.

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Committee Registration

SSFs List Connected Organization

6. Name of Any Connected Organization, Affiliated Committee, Joint Fundraising Representative, or Leadership PAC Sponsor

XYZ Organization

Mailing Address: 123 Membership Drive

Washington DC 00000-0000

CITY STATE ZIP CODE

Relationship: Connected Organization Affiliated Committee Joint Fundraising Representative Leadership PAC Sponsor

Committee Registration

List Affiliated Committees

6. Name of Any Connected Organization, Affiliated Committee, Joint Fundraising Representative, or Leadership PAC Sponsor

XYZ State Organization PAC

Mailing Address: 123 Subsidiary Circle

Washington DC 00000-0000

CITY STATE ZIP CODE

Relationship: Connected Organization Affiliated Committee Joint Fundraising Representative Leadership PAC Sponsor

Affiliated Committees

Committees established, financed, maintained or controlled by same entity:

- Principal Campaign Committee and Candidate's Other Authorized Committees, if any
- State Party and All Registered Local Party Committees in that State
- Corporate Parent and Subsidiaries
- National Membership Organization and its State and Local Units



D. **Affiliated Committees (11 CFR 100.5(e) and 110.3(a)(3))**

1. **How to Determine:**

- a) Principle: committees established, financed, maintained, or controlled by same entity or group of persons.
- b) Others may also be affiliated depending on various factors, such as similar patterns of contributions, common officers, etc. See 11 CFR 100.5(g) & 110.3(a).

2. **Examples:**

- a) Candidate – principal campaign committee and all authorized committees; limits on contributing to candidate apply on per election basis.
- b) Party – state party committees normally affiliated with local party committees in same state; national party and state party have separate limits, but may transfer between each other.
- c) Corporation – PACs set up by parent, subsidiary, branch, division or other affiliate.
 - (1) Example for Corporations: In AO 2007-16, the Commission ruled that a corporation spun off from another corporation were no longer affiliated as of the date of the spin-off. Although the two companies had a large common shareholder base, factors indicating disaffiliation were stronger, including lack of ownership by one company in the other, the minimal personnel overlap between the companies (including

the companies' subsidiaries), the lack of any plan for personnel of one of the companies or its subsidiaries to serve in the future in either of the other companies or its subsidiaries (other than the two currently overlapping individuals), and the fact that a majority of the two companies' respective board members did not serve on the board of, and were not officers of, any pre-spin-off corporate entities.

- d) **Union**
 - (1) National and its locals.
 - (2) International and its local, state and central bodies.
 - (3) If union belongs to AFL-CIO, the PACs of that union are affiliated with each other, but are not affiliated with the PACs established by national and state AFL-CIOs.
- e) **Membership** – PACs established by national membership organization and its state and local affiliates.
- f) **Trade Association** – PACs established by federation and its regional, state and local associations, but PACs of member corporations not affiliated with trade association's PACs.

Affiliated Committees

Generally treated as one committee for purposes of federal campaign finance laws:

- Share limits on contributions made and received

- 3. **Why Important:**
 - a) Same contribution limit applies to contributions received and made by affiliated committees.

- b) If one committee qualifies as multicandidate, all its affiliated committees qualify.
- c) No limit on transfers between affiliated committees.

Committee Registration

List Joint Fundraising Representative

6. Name of Any Connected Organization, Affiliated Committee, Joint Fundraising Representative, or Leadership PAC Sponsor

Committee that collects receipts, pays bills and distributes proceeds for joint fundraising effort

Mailing Address

CITY STATE ZIP CODE

Relationship: Connected Organization Affiliated Committee Joint Fundraising Representative Leadership PAC Sponsor

Committee Registration

Joint Fundraising Representative can be a participating committee or new committee

Joint Fundraising Representative:

(g) This committee collects contributions, pays fundraising expenses and disburses net proceeds for two or more political committees/organizations, at least one of which is an authorized committee of a federal candidate.

(h) This committee collects contributions, pays fundraising expenses and disburses net proceeds for two or more political committees/organizations, none of which is an authorized committee of a federal candidate.

Committees Participating in Joint Fundraiser

1.	Catatonic State Party Committee	FEC ID number	C 00000000
2.	Local Yokel Party Committee	FEC ID number	C 00000001
3.		FEC ID number	C
4.		FEC ID number	C

Committee Registration

▼ Treasurer & Assistant Treasurer

2. Treasurer: List the name and address (phone number – optional) of the treasurer of the committee and the name and address of any designated agent (e.g., assistant treasurer).

Full Name of Treasurer			
Mailing Address			
Title or Position ▼	STATE ▲	ZIP CODE ▲	
FEC Recommended			
Full Name of Designated Agent			
Mailing Address			
Title or Position ▼	CITY ▲	STATE ▲	ZIP CODE ▲
Telephone number			

- F. **Treasurer & Assistant Treasurer (11 CFR 102.7, 102.9 and 104.14)**
1. **Treasurer Required – Asst. Treasurer Recommended**
 - a) Identify on Form 1.

Committee Registration

▼ Treasurer & Assistant Treasurer

- Deposits receipts
- Authorizes all expenditures
- Monitors contributions
- Keeps all required records
- Signs reports
- Files accurate reports on time

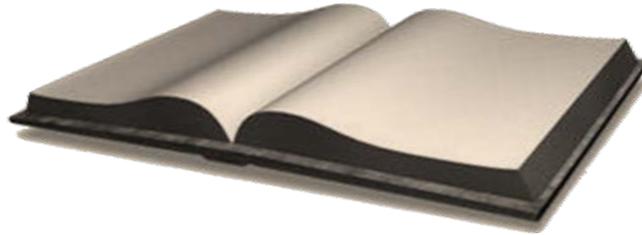
2. Duties:

- a) Depositing receipts.
- b) Authorizing all expenditures.
- c) Monitoring contributions.
- d) Keeping all required records.
- e) Signing reports.
- f) Filing accurate reports on time.

Treasurer Required

Committee cannot raise or spend funds
when office of treasurer is vacant.

- 11 CFR 102.7(b)



Treasurer's Liability

- ▶ Treasurer generally named as enforcement respondent in official capacity
- ▶ Personal liability possible if:
 - Knowingly & willfully violated the Act;
 - Recklessly failed to fulfill duties; or
 - Intentionally ignored information that led to the violation

3. **Treasurer Responsible for Compliance.**
 - a) Usually named in enforcement actions.
 - b) Policy statement on when treasurer may be found personally liable (online at <http://www.fec.gov/law/policy/2004/notice2004-20.pdf>)
 - c) Embezzlement policy (online at <http://www.fec.gov/law/policy/embezzlepolicy.pdf>)

Recordkeeping

Contributions over \$50, record:

- Amount
- Date received
- Donor's name and address
- Full-size photocopy or digital image of check



Contributions aggregate over \$200, record:

- Above information plus occupation and employer for individual donors



G. Recordkeeping and Best Efforts (11 CFR 102.8 and 102.9)

1. Recordkeeping

a) For Receipts

- (1) For any amount, need date received and amount.
- (2) Over \$50, name and address of contributor/payor.
- (3) Over \$200, above plus occupation and employer.

b) For Disbursements

- (1) For any amount, need name of payee, address, purpose, date made.
- (2) For contributions made, also need name of candidate, state, district, and election designation.

Recordkeeping

All disbursements, record:

- Amount
- Date
- Name and Address of Payee
- Purpose of Disbursement



For contributions:

- Above information, plus name of candidate, state, district and election designation



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Recordkeeping

Retain records for three years
from the date of the report to
which the records relate



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c) **Record Retention**

Retain each record for three years from the date of the report on which it was last disclosed.

Making Best Efforts

- ✓ Request contributor info when soliciting contribution
- ✓ If info missing, make follow-up request within 30 days
- ✓ Amend report to disclose missing information once received



2. **Best Efforts (11 CFR 104.7)**

- a) Required to make “best efforts” to obtain, maintain and report required information.
- b) To show “best efforts,” committee must:
 - (1) Request information in solicitation materials, along with applicable disclaimer informing contributors that information is required under federal law;
 - (2) Make follow-up request within 30 days of receipt of contributions lacking required information, keep written documentation of follow-up request (with no additional solicitation made); and
 - (3) Amend reports to disclose information received but not previously disclosed (or include information in memo reports on the next report filed).

Follow-up Request

THANK YOU

Thank you for your generous contribution to the Committee for Good Government. With help from supporters like you, good government is guaranteed!

Federal law requires us to use our best efforts to collect and report the name, mailing address, occupation and name of employer of individuals whose contributions exceed \$200 in a calendar year.

Thank you again for your support!

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Committee Registration

▼ Amendments

- File within 10 days after change in information
- E-filers submit replacement file
- Paper filers only complete portions requiring changes

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H. Amendments to Form 1 (11 CFR 102.2(a)(2))

1. Required within 10 days after change in information.

2. Paper filers may amend by letter or Form 1; E-filers must amend electronically by submitting a replacement Form 1.

III. Where to File FEC Financial Reports (11 CFR 108.4)

Where to File

Federal Election Commission
999 E Street, NW
Washington, DC 20463



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- **House & Presidential Campaigns; PACs and Parties = FEC**

Where to File - Senate

By Mail:

Secretary of the Senate
Office of Public Records
P.O. Box 77578
Washington, DC 20013

Hand Delivery:

Secretary of the Senate
Office of Public Records
232 Hart Senate Building
Washington, DC 20510



- **Senate = Secretary of the Senate**
- **State Filing:** Required only in Guam, Puerto Rico and Mariana Islands.

Where to File



Exception: All 24- and 48-hour reports
and notices are filed with the FEC



Welcome Email

- ▣ FEC Identification Number
- ▣ Links to Compliance Information
- ▣ Email Reminders
- ▣ Contact Information for Info and RAD analyst



III. Filing Dates (11 CFR 104.5(c))

Quarterly Filers - 2015

Report Type	Coverage Dates	Due Date
Mid-Year	01/01/15 – 06/30/15	07/31/15
Year-End	07/01/15 – 12/31/15	01/31/16

Semi-annual Reports



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Monthly Filers - 2015

Reporting Period	Due Date
January 1-31	February 20
February 1-28	March 20
March 1-31	April 20
April 1-30	May 20
May 1-31	June 20
June 1-30	July 20
July 1-31	August 20
August 1-31	September 20
September 1-30	October 20
October 1-31	November 20
November 1-30	December 20
December 1-31 (Year-End)	January 31, 2016



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Special Elections 2015

- ▣ May trigger additional reports for quarterly (semi-annual) filers that participate
- ▣ Visit our reporting page at http://www.fec.gov/info/report_dates.shtml or the Compliance Map at <http://www.fec.gov/info/ElectionDate/>



Special Elections 2015



Special Election: 18th Congressional District

Pre- and Post-Election [Reporting Periods](#)

Campaign Committees involved in **only** the Special Primary (07/07/15), must file:

Report	Close of Books	Mailing Deadline	Filing Deadline
Pre-Primary	June 17, 2015	June 22, 2015	June 25, 2015
48-Hour Notices		June 18 - July 04, 2015	
July Quarterly	June 30, 2015	July 15, 2015	July 15, 2015

Campaign Committees involved in **both** the Special Primary (07/07/15) and Special General (09/10/15) must file:

Report	Close of Books	Mailing Deadline	Filing Deadline
Pre-Primary	June 17, 2015	June 22, 2015	June 25, 2015
48-Hour Notices		June 18 - July 04, 2015	
July Quarterly	June 30, 2015	July 15, 2015	July 15, 2015
Pre-General	August 21, 2015	August 26, 2015	August 29, 2015 ¹
48-Hour Notices		August 22 - September 07, 2015	
Post-General	September 30, 2015	October 10, 2015	October 10, 2015 ¹
October Quarterly		---- WAIVED ----	
Year-End	December 31, 2015	January 31, 2016	January 31, 2016 ¹

¹ Notice that this filing deadline falls on a weekend. Filing deadlines are not extended when they fall on nonworking days. Accordingly, reports filed by methods other than Registered, Certified or Overnight Mail or electronically, must be received before the Commission's close of business day before the deadline.

Quarterly Filers - 2016

Report Type	Coverage and Due Dates
April Quarterly	Covers 1/1 - 3/31; Due 4/15/16
July Quarterly	Covers 4/1 - 6/30; Due 7/15/16
October Quarterly	Covers 7/1 - 9/30; Due 10/15/16
Pre-Election	Covers 1st day of current period to 20 days before election; Due 12 days before election (12G covers 10/1 - 10/19; Due 10/27/16)
Post-General	Covers from 1 st day of period to 11/28; Due 12/8/16
Year-End	Covers 11/29 - 12/31/16; Due 1/31/17

Quarterly Filers - 2016

Pre-Primary Reports

- Due 12 days before any primary in which the committee makes previously undisclosed contributions or expenditures
- Required for campaign committees in connection with candidate's primary

Monthly Filers - 2016

Reporting Period	Due Date
January 1-31	February 20
February 1-29	March 20
March 1-31	April 20
April 1-30	May 20
May 1-31	June 20
NO PRE-PRIMARY REPORTS	
July 1-31	August 20
August 1-31	September 20
September 1-30	October 20
October 1-19 (Pre-General)	October 27
October 20-November 28 Post-General	December 8
November 29-December 31 (Year-End)	January 31, 2017

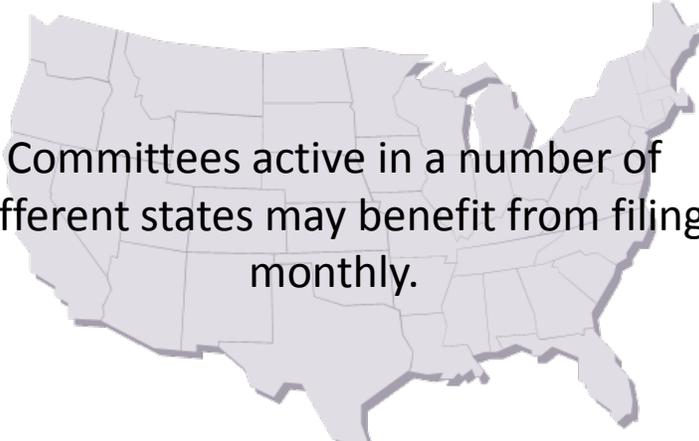


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- A. During Election Year (even-numbered year)**
- 1. Congressional Candidates File Quarterly, plus Pre- and Post-Election Reports**
Quarterly reports due April 15, July 15 and October 15 and January 31; Pre-Primary, Pre-General, Post-General.
 - 2. Most Presidential Candidates File Monthly**
 - 3. PACs and Party Committees File Quarterly or Monthly**
 - a) Quarterly reports due April 15, July 15 and October 15 and January 31; Pre-Primary, Pre-General, Post-General.
 - b) Monthly filers must file report on 20th of each month, except Pre-General and Post-General in lieu of November and December monthly reports.

Choosing a Filing Schedule



Committees active in a number of different states may benefit from filing monthly.

Changing Filing Frequency

- ▶ Request on or before next report's due date
 - Electronic filers must submit request electronically
- ▶ No more than once per year



C. Changing Filing Schedule

1. Timing

- a) PACs and parties may change their filing schedule from quarterly to monthly or from monthly to quarterly only

after notifying the Commission in writing (or electronically if an e-filer), of its intention at the time it files a required report under its current filing schedule or in a separate miscellaneous text submission (Form 99) filed at any time.

- b) Such political committee will then be required to file the next required report under its new filing schedule and will receive a letter which lists the subsequent filing requirements.
2. **May only change filing schedule once per calendar year.**
3. **A PAC that filed semi-annually in 2015 automatically files quarterly in 2016. No need to notify FEC (unless switching to monthly).**

Filing Date Resources



1-800-424-9530



Compliance Map
Reporting Pages
January Record

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Filing on Time

- ▣ No Extensions
 - Filing dates not extended for weekends or holidays.
 - Must be received on business day preceding filing date.
- ▣ Registered/Certified vs. Overnight Mail
 - If filing using USPS registered/certified mail, keep receipt.
 - “Overnight Mail” means next-day express or priority mail with delivery confirmation or overnight service with online tracking system. Same terms as registered/certified mail. (Keep receipt/tracking number.)



Administrative Fine Program

- ▣ Civil money penalties for filing late, or not filing at all.
- ▣ Size of fine depends on various factors.



Administrative Fine Program

- ▣ Election-sensitive reports:
 - **Late filer** – filed after due date, but prior to four days before the applicable election
 - **Non-filer** – filed later than that or not at all
- ▣ Non-sensitive reports:
 - **Late filer** – filed \leq 30 days after the due date
 - **Non-filer** – filed $>$ 30 days late or not at all



Administrative Fine Program

- ▣ Prior civil money penalties for reporting violations
- ▣ Financial activity in report
- ▣ Smaller penalties for activity $<$ \$50,000
- ▣ Penalty calculator on FEC website at
http://www.fec.gov/af/af_calc.shtml



Best Efforts to File on Time

- ▣ Best efforts may be used as defense for late filing if:
 - Committee was prevented from filing report on time by reasonably unforeseen circumstances beyond committee's control
 - Filed the report no later than 24 hours after the end of those circumstances



Best Efforts to File on Time

Committee may use best efforts defense if late filing is due to:

- Severe weather or other disaster-related event
- Failure of FEC computers/Commission-provided software, despite committee seeking technical assistance from FEC personnel and resources
- Widespread disruption of information transmissions over internet



Best Efforts to File on Time

Committee may **not** use best efforts defense if late filing is due to:

- Negligence;
- Illness, inexperience or unavailability of treasurer or committee staff;
- Committee computer, software or ISP failures;
- Delays caused by committee vendors/contractors;
- Failure to know; or
- Failure to use filing software properly.

How to File FEC Reports

On Paper



Electronically*



* Senate filers may voluntarily submit an unofficial electronic copy of their reports to the FEC, but their official filings must be filed on paper with the Secretary of the Senate.

IV. Other Filing Issues

A. Filing Amendments Required For:

1. Errors

Committee discovers that an earlier report contained erroneous information or mathematical errors.

2. Disclosure of Late Information

Committee obtains required reporting information concerning a particular transaction after the transaction has been reported.

3. Response to Request for Additional Information (RFAI)

FEC sends letter (e-mail) and requests amendment. Response due date appears in upper right corner of RFAI.

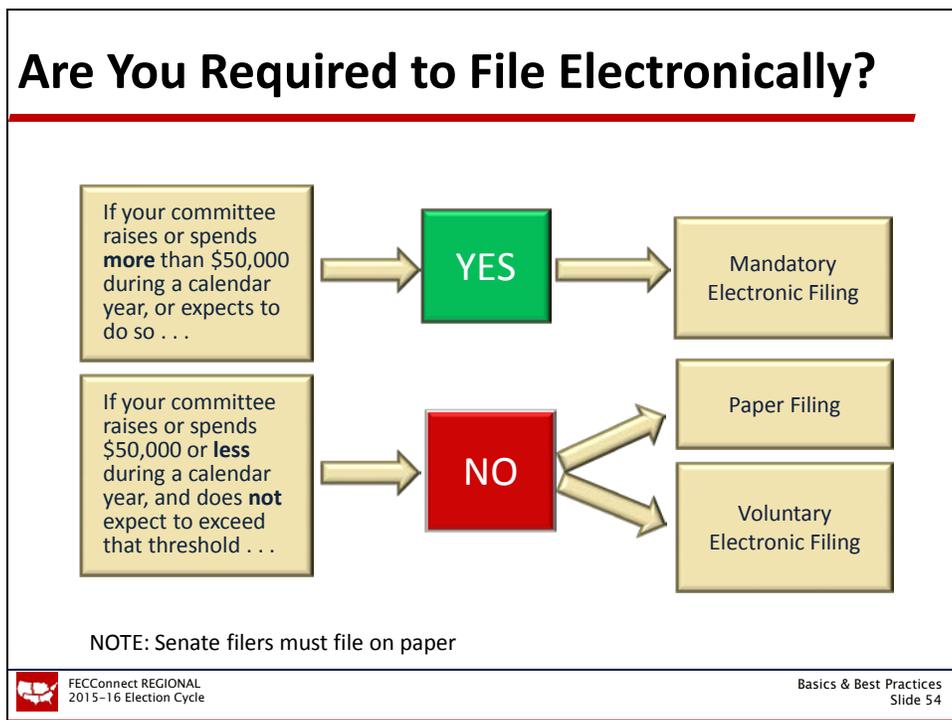
4. Procedures for Filing Amendments:

a) Paper Filers

- (1) It is not necessary to resubmit the entire report.
- (2) Complete the signature page of the Summary Page, checking box indicating that it is an amended report.
- (3) Attach corrected schedules, if necessary.
- (4) Attach cover letter explaining change (recommended).

b) Electronic Filers

- (1) Must submit amendments in electronic format (if original was filed electronically).
- (2) Amendment must include complete report (as opposed to just the portion requiring an amendment).



B. Electronic Filing (11 CFR 104.18)

1. Mandatory for:

Presidential and House Campaigns, PACs and Party Committees that raise or spend more than \$50,000 in calendar year or have reason to expect to do so.



C. Voluntary for All Other Filers

1. Senate Campaigns

Must file paper copy of report with Secretary of Senate (statutory requirement).

2. Passwords

a) Required

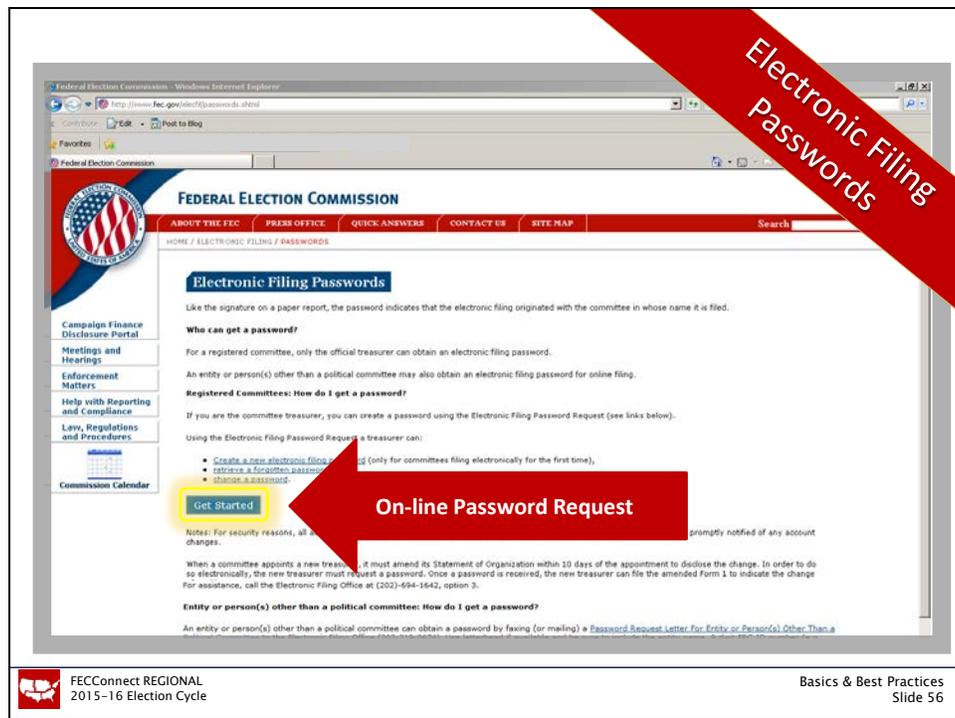
Before you can electronically file your report, you will have to obtain a password. You cannot file without one.

b) Who Can Get a Password?

For registered committees, only the official treasurer can obtain an electronic filing password. It is important that the committee has provided a valid e-mail address on its Statement of Organization, as a validation e-mail will be sent to the Committee.

c) How Do You Get a Password?

- (1) Most committees may obtain or change their password on-line at <http://www.fec.gov/electfil/passwords.shtml>
 - (2) Existing committees that have not previously used the on-line system should contact the Electronic Filing Office for assistance at 202-694-1307.
3. **Use Updated Software**
- a) Software revised when forms changed – always use the latest version. Auto update feature makes it simple.
 - b) Latest version of FECFile 8 – build 8.1.0.1 available for download at <http://www.fec.gov/electfil/updatelist.html>.
4. **Paper Filing by E-File**
Committees that submit a report on paper that should have been filing electronically will be treated as non-filers and may be subject to enforcement actions (including Administrative Fines).
5. **For more information:** <http://www.fec.gov/electfil/electron.shtml>.



- D. **Other Reporting Considerations for Paper Filers**
1. **Statute Prohibits Extensions** (Applicable to Paper and Electronic Filers).
 2. **Weekends and Holidays**
Filing dates not extended for weekends or holidays. Must be received on business day preceding filing date.
 3. **Registered vs. Overnight Mail**
 - a) If filing using USPS registered mail, keep receipt.

- b) “Overnight Mail” means express or priority mail with a delivery confirmation or an overnight service with an on-line tracking system. File using same terms as certified/registered mail. (Keep receipt.)

Paper Forms



Phone
800-424-9530



Faxline
202-501-3413



On-line
[www.fec.gov
/info/forms.shtml](http://www.fec.gov/info/forms.shtml)



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Reporting Forms

FEC FORM 3
 REPORT OF RECEIPTS AND DISBURSEMENTS
 For An Authorized Candidate

1. NAME OF COMMITTEE (p. 14) TYPE OR PREFIX Example: If typing, type over the line. 122FEMS

**Candidates
 FEC Form 3**

April 15 Quarterly Report (Q1)
 May 15 Quarterly Report (Q2)
 October 15 Quarterly Report (Q3)
 January 31 Year-End Report (YE)
 Termination Report (TER)

Convention (12C)
 Special (12S)
 30-Day Pre-Election Report for the General (30R)
 Primary (30P)
 Special (30S)

6. Covering Period through

I certify that I have examined this Report and to the best of my knowledge and belief it is true, correct and complete.

Type or Print Name of Treasurer

Signature of Treasurer Date

NOTE: Submission of false, inaccurate, or incomplete information may subject the person signing this Report to the penalties of 2 U.S.C. §4373.

Office Use Only
 FEDERAL ELECTION COMMISSION
 FEC FORM 3 (Revised 02/2003)

FEC FORM 3X
 REPORT OF RECEIPTS AND DISBURSEMENTS
 For Other Than An Authorized Candidate

1. NAME OF COMMITTEE (p. 14) TYPE OR PREFIX Example: If typing, type over the line. 122FEMS

**PACs & Parties
 FEC Form 3X**

April 15 Quarterly Report (Q1)
 July 15 Quarterly Report (Q2)
 October 15 Quarterly Report (Q3)
 January 31 Year-End Report (YE)
 July 31 Mid-Year Report (MRY)
 Termination Report (TER)

10-Day P/E Election Report for the Election on in the State of
 Primary (10P)
 Convention (10C)
 Special (10S)
 General (30G)
 Primary (30P)
 Special (30S)

6. Covering Period through

I certify that I have examined this Report and to the best of my knowledge and belief it is true, correct and complete.

Type or Print Name of Treasurer

Signature of Treasurer Date

NOTE: Submission of false, inaccurate, or incomplete information may subject the person signing this Report to the penalties of 2 U.S.C. §4373.

Office Use Only
 FEDERAL ELECTION COMMISSION
 FEC FORM 3X (Revised 02/2004)

Reporting Forms

- ▣ Summary and Detailed Summary Pages
 - Disclose totals by category
- ▣ Common Itemization Schedules
 - A = Receipts
 - B = Disbursements
 - C = Loans (C-1 for bank loans)
 - D = Debts
- ▣ Additional Schedules for Other Categories, such as Independent Expenditures (Sched. E)

Public Disclosure



Best Practices: Filing

- ✓ Ensure your staff and vendors understand filing rules and deadlines
- ✓ Update your software regularly
- ✓ Have a current email address on Form 1 to receive courtesy email reminders

Campaign Finance Laws

- ▣ Federal Election Campaign Act (FECA)
 - ▼ Disclosure
 - Political committees must register and report receipts and disbursements
 - Political committees must include disclaimers on public communications



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Disclaimers

- ▣ Identify who paid for a communication
- ▣ Clarify whether a campaign authorized it
- ▣ Appear on all “public communications,” widely distributed emails, public websites



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I. Disclaimer Notices on Communications (11 CFR 110.11)

- Identifies who paid for a public communication
- Clarifies whether a campaign authorized it

- Required on all “public communications,” widely distributed emails and public websites

Public Communication

- ☐ Cable, satellite or broadcast communication;
- ☐ Newspaper or magazine;
- ☐ Mass mailing (> 500 pieces);
- ☐ Outdoor advertising facility;
- ☐ Phone bank (> 500 calls w/same info);
- ☐ Communications placed for a fee on another person’s website (but not any other Internet or email activity);
- ☐ Any other form of general public political advertising



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A. **Public Communication Defined (11 CFR 100.26)**

Includes communications made using the following media:

- Broadcast, cable or satellite;
- Newspaper or magazine;
- Outdoor advertising facility;
- Mass mailing (>500 substantially similar mailings w/in 30 days);
- Phone bank (>500 substantially similar calls w/in 30 days);
- Communications placed for a fee on another person’s web page.

B. **Disclaimer Also Required On:**

- Electronic mail (> 500 substantially similar communications sent by a campaign committee); and
- Websites of political committees.

Clear and Conspicuous

A disclaimer must be presented in a clear and conspicuous manner to give the reader, observer or listener adequate notice of who is responsible for the message



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Clear and Conspicuous

▼ Printed Materials

Disclaimer must be contained within a printed box set apart from content of communication



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C. Special Rules for Printed Communications

1. Disclaimer must be contained within a printed box set apart from content of communication.

2. Print must be of sufficient type size to be “clearly readable” and must have a reasonable degree of color contrast between the background and the printed statement.
3. Safe Harbor: 12 point type in newspapers; magazines; flyers; signs; and other printed communications no larger than 24” x 36.”

Clear and Conspicuous

▼ Radio and Television

- Audio approval statement voiced by candidate/sponsor
- TV: Full screen view or photo of candidate or sponsor and 4 x 4 written disclaimer



- D. Special Rules for TV and Radio Ads Not Authorized by a Candidate’s Committee (11 CFR 110.11(c)(4))**
Identify the committee responsible for the communication (e.g., “*The Pendant Publishing PAC is responsible for the content of this ad.*”)

Disclaimer Exceptions

- ▣ Not required on small items or when impractical



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E. Disclaimer is Not Required When:

1. It cannot be conveniently printed (e.g., pens, bumper stickers, campaign pins and buttons);
2. Its display is not practical (e.g., wearing apparel, skywriting, water towers); or
3. Item is of minimal value, does not contain a political message and is used for administrative purposes (e.g., committee checks and receipts).

F. Wording of Disclaimer (11 CFR 110.11(b))

1. **Authorized but Not Financed by Campaign**
“Paid for by Pendant Publishing PAC and authorized by the Cosmo Kramer for Congress Committee.”
2. **Not Authorized by Campaign (i.e., Independent Expenditures, Electioneering Communications)**
“Paid for by Play Now PAC (www.playnowpac.org) and not authorized by any candidate or candidate committee.”
3. **Clear and Conspicuous Placement of Disclaimer Notice**
Disclaimer notices must be clearly and conspicuously displayed. Can not be difficult to read or placed where it is easily overlooked.

PART 2: BASIC OPERATIONS/CONTRIBUTION LIMITS AND PROHIBITIONS

Campaign Finance Laws

- ▣ Federal Election Campaign Act (FECA)
 - ▶ Disclosure
 - ▶ Limitations and Prohibitions
 - ▶ Administration and Enforcement



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II. Contributions (11 CFR 100.52)

A. Broad Definition

Anything of value given or loaned to influence a federal election.

B. Types

1. Money
2. In-Kind (goods and services)
3. Loans of money or advances of goods and services
4. Bank loan endorsements and guarantees
5. Advances of personal funds by staff and volunteers
6. Proceeds from sales of fundraising items
7. Extension of credit to committee outside ordinary course of business

Contribution Limits

For 2015-16 Elections	Candidate Committee per election	PAC (SSF and Nonconnected) per year	State, District & Local Party Committee per year	National Party Committee per year	Additional National Party Committee Accounts per year
Individual	\$2,700	\$5,000	\$10,000 (combined)	\$33,400	\$100,200
Candidate Committee	\$2,000	\$5,000	Unlimited Transfers	Unlimited Transfers	
PAC: Multicandidate	\$5,000	\$5,000	\$5,000 (combined)	\$15,000	\$45,000
PAC: Nonmulticandidate	\$2,700	\$5,000	\$10,000 (combined)	\$33,400	\$100,200
National Party Committee	\$5,000 – House \$46,800 per cycle - Senate	\$5,000	Unlimited Transfers	Unlimited Transfers	
State, District & Local Party Committee	\$5,000 (combined)	\$5,000 (combined)	Unlimited Transfers	Unlimited Transfers	



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C. Contribution Limits (11 CFR 110.1 and 110.2)

1. Certain Limits Increased and Indexed for Inflation

- a) Candidate and party limits increased and indexed; multicandidate PAC limits unchanged.
- b) Indexing began in 2005 – odd-numbered years.

2. How Applied

- a) Limits apply to contributions received and contributions made by committee.
- b) If made by an individual, counts against the limit of the person signing the check or accompanying note.

3. Presidential

- a) Primaries – One limit for all.
- b) General – No contributions if candidate accepts public funds. (See AO 2007-03, Obama)
- c) General Election Legal and Compliance (GELAC) Fund – OK if donations comply with limits.

4. Cash Contributions – \$100

5. Anonymous Contributions – \$50

D. Multicandidate Committee Status (11 CFR 100.5(e))

1. Why Important:

Determines whether PAC or party committee can give up to \$5,000 to candidate, per election (and whether candidate can accept it).

2. Criteria

- a) Registered with FEC 6 months.
- b) Received contributions from more than 50 contributors.
- c) Has made contributions to at least 5 federal candidates (not needed for state party committee).
- d) Alternative: be affiliated with multicandidate committee.

Multicandidate Status

- ☐ Registered with FEC 6 months
- ☐ Received contributions >50 donors
- ☐ Made contributions to ≥ 5 candidates
- ☐ Alternative: affiliated with one/more multicandidate committees

- 3. **Responsibility for Informing FEC**
 - a) PAC or Party committee must file Form 1M within 10 days of qualifying as multicandidate committee.
 - b) Check box at end of page 2, Form 3X.
- 4. **Responsibility for Informing Campaigns**
 - a) Multicandidate committee must inform recipients that it has qualified as multicandidate committee.
 - b) Call FEC's Public Records Office to verify status as *qualified* multicandidate committee.

Multicandidate Status

NOTIFICATION OF MULTICANDIDATE STATUS
(See reverse side for instructions)
This form should be filed after the Committee qualifies as a multicandidate committee.

1. TO WHAT OF COURSE(S) IS/ARE:

2. NAME AND STREET ADDRESS: _____

3. CITY, STATE AND ZIP CODE: _____

4. TYPE OF COMMITTEE (check one):
 STATE PARTY
 OTHER

5. IDENTIFICATION NUMBER: _____

6. CERTIFY THAT ONE OF THE FOLLOWING SITUATIONS IS CORRECT (complete line 4 or 5):

4. **STATUS BY AFFILIATION:** The committee submitted its Statement of Organization (FEC FORM 1) on _____ and simultaneously qualified as a multicandidate committee through its affiliation with:
 Committee Name: _____
 FEC Identification Number: _____

5. **STATUS BY QUALIFICATION:**

(a) **Candidates:** The committee has made contributions to the five (5) federal candidates listed below (ONLY State party committees may leave this blank.):

	Name	Office Sought	State/District	Date
(i)				
(ii)				
(iii)				
(iv)				
(v)				

(b) **Contributors:** The committee received a contribution from its 51st contributor on: _____

(c) **Registration:** The committee has been registered for at least 6 months. FEC FORM 1 was submitted on: _____

(d) **Qualification:** The committee met the above requirements on: _____

NOTE: This form requires separate filing and is the part of the submission package if the state and/or county filing board has a multicandidate filing deadline.

NOTE: Submission of this, anonymous, or incomplete information may subject the person signing this Statement to the penalties of 2 U.S.C. §437g and constitute an expenditure in violation of the federal campaign laws.

Printed on Recycled Paper
Federal Election Commission - Washington, DC 20540
FEC FORM 1M
Revised 1/2011

- ☐ File FEC Form 1M
- ☐ Listed in FEC database as Qualified Committee
- ☐ Notify contribution recipients of status

E. From Other Federal Campaigns

1. **Limit: Still \$2,000/election.** 11 CFR 102.12(c)(2).
2. NOT subject to inflation indexing.

Contribution Limits

- ▣ Cash contribution cannot exceed \$100



- ▣ Maximum anonymous contribution \$50

Campaign Finance Laws

- ▣ Federal Election Campaign Act (FECA)
 - ▼ Prohibitions
 - Corporations and Unions
 - Federal Government Contractors
 - Foreign Nationals
 - Contributions in Name of Another

III. Contribution Prohibitions

- A. **Corporations (including incorporated membership, trade and cooperative organizations or associations), labor organizations and**

national banks are prohibited from making contributions in connection with federal elections. **11 CFR 114.2**. Therefore, they may not:

1. **Act as conduit for earmarked contribution.**
2. **Give discount to campaign or committee that is not in normal business practice.**
3. **Allow use of facilities or resources without reimbursement, and, in some cases, advance payment.**

B. Federal Government Contractors (11 CFR Part 115)

C. Foreign Nationals (11 CFR 110.20)

1. **American subsidiary of foreign corporation may establish SSF only if:**
 - a) Foreign nationals do not control or participate in decisions of SSF; and
 - b) SSF is not administered or otherwise funded with foreign revenues.
2. **Ban does not apply to permanent resident aliens (green card holders).**
3. **Individuals who are foreign nationals may:**
 - a) Volunteer for Congressional campaign and participate in decision-making, (Note: because volunteer is engaged to candidate.) AO 2004-26.
 - b) Attend campaign fundraising events (Note: because attendee is engaged to candidate). AO 2004-26.
 - c) They may not, however, participate in decision-making regarding election activities for a corporation or a political committee. AO 2004-32.

D. Contributions in Name of Another (11 CFR 110.4(b))

1. Cannot reimburse or be reimbursed for contributions.
2. Parents cannot give in names of children.
3. BCRA increased penalties for violations of this ban.

Campaign Finance Laws

- ▣ Federal Election Campaign Act (FECA)
 - ▼ Prohibited in All U.S. Elections
 - Foreign Nationals
 - National Banks
 - Federally Chartered Corporations



- E. Certain Prohibitions Apply to All Elections (11 CFR 114.2(a))**
1. Foreign nationals
 2. National banks
 3. Federally chartered corporations

IV. Handling Questionable Contributions to Federal Account (11 CFR 103.3)

Questionable Contributions

THE MOM & POP SHOP, LLC
123 HICKORY LANE 555-3234
COLORADO SPRINGS, CO 80901

101
March 1 15

PAY Your State Party Committee \$ 5,000.00
to the order of Five thousand

YOUR FINANCIAL INSTITUTION
ADDRESS OF YOUR INSTITUTION

for Sam "Pop" Jones

⑆ 123456789⑆ 123456⑆ 101

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Questionable Contributions

MICHAEL OR LISA SMITH
123 HICKORY LANE 555-3234
MONTREAL, CANADA

101
March 1 15

PAY Your State Party Committee \$ 5,000.00
to the order of Five thousand

YOUR FINANCIAL INSTITUTION
ADDRESS OF YOUR INSTITUTION

for Lisa Smith

⑆ 123456789⑆ 123456⑆ 101

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Questionable Contributions

- ▣ Deposit or return ≤ 10 days of receipt
- ▣ Determine legality ≤ 30 days
- ▣ Seek oral or written evidence for files
- ▣ Retain or refund, as appropriate



- A. Deposit While Checking**
If unsure whether contribution is from a permissible source, party may deposit it while confirming permissibility.
- B. Refund After 30 Days If Unable to Verify Legality**
Within 30 days of receipt, must refund if unable to determine if contribution is permissible.

PART 3: ADMINISTRATION/ENFORCEMENT OF LAW

Administration

Among other things . . .

- ▣ OCG drafts regulations and responds to advisory opinion requests (AORs)
- ▣ Communications offices respond to inquiries about the law and conduct outreach programs
- ▣ RAD analysts review all reports and send Requests for Additional Information (RAI) when clarification is required



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I. RAD Review Process

Three Branches of RAD

- ▣ Authorized Branch – 15 analysts
 - Review all federal candidate committee reports
 - 2 month training program and mentored for 6-12 months
- ▣ Party Non-Party Branch – 20 analysts
 - Review all Party and PAC reports
 - 4-5 month training program; mentored for 6-12 months
- ▣ Compliance Branch – 4 analysts
 - Implement Non-Filer and Administrative Fines programs



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A. Organization of RAD

1. Three Branches

- a) Party/Non-Party Branch – reviews all party committee and PAC reports – 20 analysts. New analysts undergo a 4-5 month training process and are then mentored by a more senior analyst for 6 to 12 months.
- b) Authorized Branch – reviews federal candidate committee reports – 15 analysts. New analysts undergo a 2 month training process and are then mentored by a more senior analyst for 6 to 12 months.
- c) Compliance Branch – serves a quality control function for the review branches and implements the Non-filer and Administrative Fine Programs – 4 analysts.
- d) Recently began cross training analysts to review reports filed by all committee/entity types.

PAC/Party Analysts

- ▣ Each analyst is assigned 300-500 committees
- ▣ PACs are assigned randomly
- ▣ Larger PACs assigned to more senior analysts
- ▣ National committees assigned to more senior analysts, State party committees assigned by state, Local parties assigned randomly

2. Committee Assignments – Party/Non-Party Branch

- a) Party/Non-Party Branch analysts are assigned anywhere from 300 to 500 committees (parties and PACs).
- b) PACs are assigned randomly with the larger ones being assigned to more senior analysts.
- c) National party committees are assigned to the more senior analysts. State party committees are assigned by state, so that the assigned analyst reviews both the

Democratic and Republican state parties. Local party committees are assigned randomly.

Authorized Branch Analysts

- ▣ Each analyst is assigned 200-350 committees
- ▣ House and Senate campaigns assigned by state
- ▣ Presidential and Delegate committees are assigned to senior analysts
- ▣ Review electioneering communication and independent expenditure filings



3. **Committee Assignments—Authorized Branch**
 - a) Authorized Branch analysts are assigned anywhere from 200 to 350 committees and filing entities (House, Senate, Presidential, Delegate, Joint Fundraising, Independent Expenditures and Electioneering Communications).
 - b) House and Senate campaign committees are assigned by state.
 - c) Presidential and Delegate committees are assigned to more senior analysts.
 - d) All others are assigned randomly.

Analyst Responsibilities

- ▣ Review assigned committees' reports by established deadlines
- ▣ Assist committees by phone and log calls
- ▣ Meet with committees by request
- ▣ Participate in FEC conferences and roundtables
- ▣ Special projects



4. **Analyst Responsibilities**

- a) Review all reports filed by assigned committees by established deadlines.
- b) Customer service role – assist committees on the phone on a daily basis and log phone calls. Meet with committees by request.
- c) Participate in FEC Conferences and Roundtables.
- d) Special Projects.

Review and Referral Policy

- ▣ Categories of review include:
 - Mathematical discrepancies
 - Failure to provide supporting schedules
 - Failure to properly itemize contributions from individuals
 - Prohibited, excessive and impermissible contributions
 - Improper itemization of disbursements
- ▣ RFAI threshold
- ▣ Thresholds are confidential and policy is approved by the Commission



B. RAD Review of Reports

1. RAD Review and Referral Policy

- a) Internal policy contains categories of review the analyst checks, such as: Prohibited, Excessive and Impermissible Contributions, Mathematical Discrepancies, Failure to Provide Supporting Schedules and Failure to Properly Itemize Contributions from Individuals and Disbursements, to name a few.
- b) Policy has established thresholds for making determinations on whether to send a Request for Additional Information (RFAI).
- c) Thresholds are confidential and policy is approved by the Commission. A redacted version of the RAD Review and Referral Policy can be found on the FEC web page. http://www.fec.gov/law/procedural_materials.shtml

Review of Reports

- ▣ Thresholds applied on per report basis.
 - If reoccurring reporting issues exist on multiple reports, committee may receive multiple RFAIs on same issue
 - RAD does not consider previous responses to RFAIs
 - ▣ Exception: Responses relating to 1) best efforts procedures and 2) application of foreign address safe harbor guidelines to all contributions apply for two year election cycle
- ▣ It's possible to see an issue questioned on one report, but not on another



- d) Review is conducted on a per report basis, meaning the thresholds are applied to each report reviewed.
 - (1) This means a committee may receive a RFAI which includes the same issue already addressed in response to a RFAI referencing a different report.
 - Exceptions include outlining Best Efforts procedures which would apply to the two-year cycle, and responses relating to foreign address inquiries that indicate safe harbor guidelines are followed for **all** contributions apply for the two year election cycle.
 - (2) There may be several issues that are aggregated together to meet a single threshold, so it's possible to see an issue questioned on one report that isn't included in an RFAI on for another report.
- e) Policy is reassessed every election cycle and revisions/changes made based on input from RAD and other offices (such as OGC), and Commissioners.

Request for Additional Info (RFAI)

- ▣ If internal thresholds are met, analyst sends RFAI
- ▣ Response due date in upper right corner
- ▣ No extensions
- ▣ Responses assessed by analysts, team leaders
- ▣ Analysts do not reply to committee responses



C. Request for Additional Information (RFAI)

1. **If internal thresholds are met, an RFAI is sent**, with a Response Due Date in the upper right hand corner of the letter, extensions are not granted. The committee analyst's name and contact telephone number are also provided in the letter.

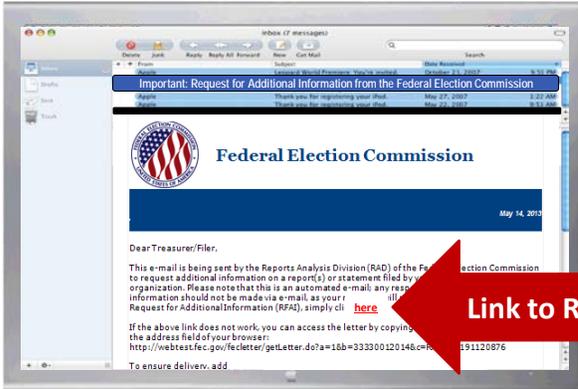
*Tip: You can find out who your analyst is by visiting:
<http://www.fec.gov/rad/index.shtml>.*

RFAIs via Email

- ❑ RAD emails RFAIs to address listed on Form 1 (Statement of Organization).
 - Opt-Out Option: File a Form 99 to request that RFAIs be mailed via USPS.
- ❑ Committees can now list up to two email addresses on Form 1.
- ❑ Ensure current contact information (mailing address, email address, and phone number) appear on FEC Form 1.



2. Committees should ensure that they have provided the most current mailing address, email address and phone numbers on their Statement of Organization (FEC Form 1). Often RFAIs are returned by the Post Office due to an incorrect mailing address.
3. Most RFAIs are now sent via email to the Committee's official email address, as disclosed on the Statement of Organization (FEC Form 1). Up to two email addresses can now be provided (both will be used for emailing RFAIs. Committees will have the option to continue to receive RFAIs on paper through the mail.



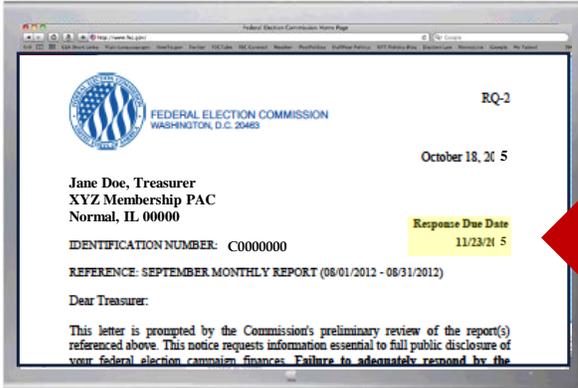
An email from the Federal Election Commission is displayed on a computer monitor. The email subject is "Important: Request for Additional Information from the Federal Election Commission". The body of the email begins with "Dear Treasurer/Filer," and contains a link to request additional information. A red arrow points from the text "Link to RFAI" to the link in the email. A red banner in the top right corner of the slide reads "Request for Additional Info".

Request for Additional Info

Link to RFAI

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A Request for Information (RQ-1) form from the Federal Election Commission is displayed on a computer monitor. The form includes the recipient's name, "Jane Doe, Treasurer, XYZ Membership PAC, Normal, IL 00000", and the identification number "C0000000". A yellow box highlights the "Response Due Date" as "11/23/2015". A red arrow points from the text "Response Due Date" to this highlighted date. A red banner in the top right corner of the slide reads "Request for Additional Info".

Request for Additional Info

Response Due Date

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Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended.

If you should have any questions regarding this matter or wish to verify the adequacy of your response, please contact me on our toll-free number (800) 424-9530 (at the prompt press 5 to reach the Reports Analysis Division) or my local number (202) 694-1166.

Sincerely,
Bradley Matheson
Bradley Matheson
Senior Campaign Finance Analyst
Reports Analysis Division

418

Analyst's Phone Number

Analyst's Name

Request for Additional Info

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RAD FAQs Web Page

Click here

FEDERAL ELECTION COMMISSION

ABOUT THE FEC | PRESS OFFICE | QUICK ANSWERS | CONTACT US | SITE MAP

Home / RAD

Reports Analysis Division

Click Here to Find Your Campaign Finance Analyst

REPORTS ANALYSIS DIVISION MISSION STATEMENT

The ultimate mission of the Reports Analysis Division (RAD) is to ensure that campaigns and political committees file timely and accurate reports that fully disclose their financial activities. RAD is responsible for reviewing statements and financial reports filed by political committees participating in Federal elections, providing assistance and guidance to the committees to properly file their reports, and for taking appropriate action to ensure compliance with the FEDA. By enforcing the rules in a fair and objective manner, RAD fosters the electorate's faith in the ultimate integrity of the nation's political process.

The Reports Analysis Division represents over the phone on a daily basis. The division assists committee officials in complying with reporting requirements and conducts detailed examinations of the campaign finance reports filed by political committees. RAD also implements the Non-filer and Administrative Fine programs. For more information, see our Division of the 420 Sanchez Building (407).

<http://www.fec.gov/rad/index.shtml>

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Responding to RFAs

- ▣ Analysts do not contact committees in every case when a response is not sufficient
- ▣ Committee should contact its analyst before and/or after filing a response
- ▣ Analysts do not make legal conclusions
- ▣ Analysts cannot categorize your activity
- ▣ In some cases, RAD consults OGC before sending an RFAI and when assessing a committee's response



4. Responses are assessed by the analysts and in some cases, team leaders.

- a) Analysts do not reply to responses.
- b) Contact is not made with committees in every case when a response is not sufficient. Further explanation below.
- c) Committees are encouraged to contact their assigned analyst prior to responding if unsure about how to respond or after a response is filed to ensure an adequate response is received.
- d) Keep in mind that analysts can't make legal conclusions or give guidance on a legal conclusion being made by a committee. In addition, they cannot determine what category your activity falls under (i.e., independent expenditures or coordinated party expenditures).
- e) In some cases, RAD consults with OGC before sending a RFAI and when making a response assessment.

Responding to RFAs

☐ File amendment to:

Add, Change or Delete actual entries on FEC report

☐ Use miscellaneous text submission
(Form 99) for:

Narrative responses that do not affect actual
entries within a report

(e.g., demonstrating best efforts or that safe harbor guidelines are
followed for all contributions with a foreign address)



5. **Must amend report when changing information that affects entries on a report.** This would include additions, changes or deletions.
6. **Miscellaneous Text Submission (Form 99)**
Used for narrative responses that do not affect actual entries within a report. (For example, when outlining procedures for “Best Efforts” in obtaining contributor information.)

Audit Consideration Factors

- ▣ Level of financial activity
- ▣ Responses to RFAs
 - ✓ Late or no response
 - ✓ Inadequate response
- ▣ Number of amendments filed is NOT a factor
- ▣ Election results (Authorized committees only)
- ▣ Number of RFAs received is NOT a factor if responses were adequate and timely



D. Referrals to the Audit Division

1. **Factors for making referrals to the Audit Division**
 - a) Level of financial activity;
 - b) Responses to RFAs:
 - (1) Late or no response,
 - (2) Inadequate response.
 - c) Election Results (Authorized committees only).
2. **The number of amendments filed is not a factor.**
3. **The number of RFAs is not a factor** if responded to adequately and on time.

OGC & ADRO Referrals

- ▣ Policy includes referral thresholds
- ▣ RAD calls committee before referring matter to explain RFAI and request response
- ▣ Committee's adequate and timely response may prevent referral



E. Referrals to OGC (Office of General Counsel) and ADRO (Alternative Dispute Resolution Office)

1. Internal policy includes thresholds for determining whether a matter should be referred to OGC or ADRO.
2. Committee will receive a phone call from RAD prior to a referral to ADRO or OGC to explain RFAI and request a response.
3. An adequate response is required by the timeframe given to prevent the matter from being referred.

Enforcement

- ▼ Action initiated by:
 - FEC Audit and Review
 - Sworn and Notarized Complaint
 - Referral from Another Agency



I. **FEC Role**

A. **Enforcing the Law**

1. **Compliance Cases (OGC)**

- a) OGC reviews, investigates and prepares briefs and recommendations for Commission.
- b) Cases originate through either internal referrals or external complaints.
- c) Four Commission votes needed to take action.
- d) Civil penalty arrived through conciliation agreement.

2. **Office of Administrative Review (OAR) & RAD**

Administers automatic fines for late or non-filed reports.

3. **Office of Alternative Dispute Resolution (ADR)**

- a) Administers alternative dispute resolution program of FEC.
- b) Alternative way of resolving enforcement matters through mediation.

Enforcement

- ▼ Agency Actions:
 - Administrative Fines
 - Alternative Dispute Resolution
 - Matters Under Review (MURs)



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III. Recommended Internal Controls

Internal Controls

- ☐ A process designed to ensure:
 - Effective and efficient operations
 - Reliable financial reporting
 - Compliance with laws and regulations
 - Protection of the organization's assets
- ☐ Formalize in writing
- ☐ Educate Staff
- ☐ Verify that professional compliance firms use internal controls and best practices



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A. Internal Committee Controls

1. Internal controls are processes designed to ensure that an organization's goals are met with respect to:
 - Effective and efficient operations
 - Reliable financial reporting
 - Compliance with laws and regulations; and
 - Protection of the organization's assets.
2. Formalize policies in writing
3. Educate committee staff on policies and procedures
4. Verify that professional compliance firms use internal controls and best practices consistent with FEC resources.

Minimum Safeguards: Banking and Cash

- ☐ Limit number of bank accounts
- ☐ Open bank accounts using committee's name and Employer Identification Number
- ☐ Investigate control options offered by bank
- ☐ Use "imprest" system for petty cash funds



B. Minimum Safeguards: Banking and Cash

1. Limit the number of committee bank accounts to those absolutely required to manage the committee's business.
2. Open bank committee bank accounts using the name of the committee and the Employer Identification Number (EIN) rather than in the name of a person.
3. Investigate control options offered by the committee's bank. For example, banks may be able screen checks drawn on committee accounts during their processing for compliance with agreed-upon criteria.
4. Use an "imprest" system for petty cash funds. The imprest fund involves replenishing petty cash only when properly-approved

vouchers and /or petty cash log entries are presented justifying all expenditures. The amount of the replenishment is equal to the difference between the stated amount of the fund and the remaining balance. For accountability, only one person should be in charge of the fund. A petty cash fund of not more than \$500 should be adequate in most cases. No cash disbursements in excess of \$100 are permitted.

Minimum Safeguards: Separating Duties

- ▣ Authorize checks > \$1,000 in writing or require two signatures for them
- ▣ Make individual who does not have banking authority in charge of receiving incoming checks and monitoring receipts
- ▣ Review and reconcile bank statements each month and to reports prior to filing
 - ▶ Done by someone other than person handling the committee's accounting



C. Minimum Safeguards: Separating Duties

1. Treasurer should authorize checks in excess of \$1,000 or require two signatures for them. Place an individual who does not have banking authority in charge of receiving incoming checks and monitoring receipts.
2. Make a list of receipts when the mail is opened. Person opening the mail and preparing list of receipts should be independent of the accounting function.
3. Review transactions on bank statements and reconcile the statements to the accounting records each month in a timely manner. Prior to filing each FEC report, someone other than a check-signer or person handling the committee's accounting should reconcile the bank and accounting records and the disclosure reports.

Additional Controls

- ✓ Limit number of persons authorized to sign checks
- ✓ Prohibit facsimile signatures or signature stamps
- ✓ Record receipts as mail is opened
- ✓ Consider using lockbox service to process receipts
- ✓ Mail checks promptly and directly to payees
- ✓ Require that checks hand-delivered by committee be signed for by person receiving them



D. Additional Controls

1. Limit the number of persons with access to committee funds and persons authorized to sign checks.
2. Prohibit facsimile signatures or automatic signatures.
3. Record receipts as the mail is opened.
4. Consider use of a lockbox service for receipts.
5. Mail any checks promptly and directly to payees.
6. Require a signature for any checks that are hand-delivered to a committee.

Internal Controls Resources

- ▣ Best Practices for Committee Management (Brochure)
- ▣ Best Practices: Internal Controls & Recordkeeping (Video)
- ▣ Internal Controls for Political Committees (Audit Handout)
- ▣ Policy: Safe Harbor for Misreporting Due to Embezzlement
 - *Record* Summary of Policy Statement



Responding to Misappropriation

- ▣ Contact the FEC
 - RAD Analyst can help with reporting challenges
 - OGC can help with *sua sponte* submission
- ▣ Consult with Counsel
 - Determine if *sua sponte* submission is appropriate
- ▣ Notify law enforcement
- ▣ Do best to file complete and accurate reports by the established deadlines



Reporting after Misappropriation

- ☐ File Miscellaneous Documents (Form 99s)
 - Provide detail about embezzlement and if reported cash-on-hand reflects committee's bank balance
- ☐ If reported cash-on-hand is incorrect:
 1. Adjust beginning COH manually and use memo text to refer to the miscellaneous document OR
 2. Make a one-time COH adjustment on Schedule B "Other Disbursements" line stating "Cash-on-hand adjustment due to unauthorized disbursements."



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Reporting after Misappropriation

- ☐ Amend reports filed earlier in the current election cycle to correct errors or omissions
- ☐ For prior election cycles, file a miscellaneous document that lists detailed transactions and/or notes about unexplained discrepancies and estimated time frames
- ☐ Consult the FEC resources regarding misappropriation and embezzlement



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B. Compliance Help

Compliance Help

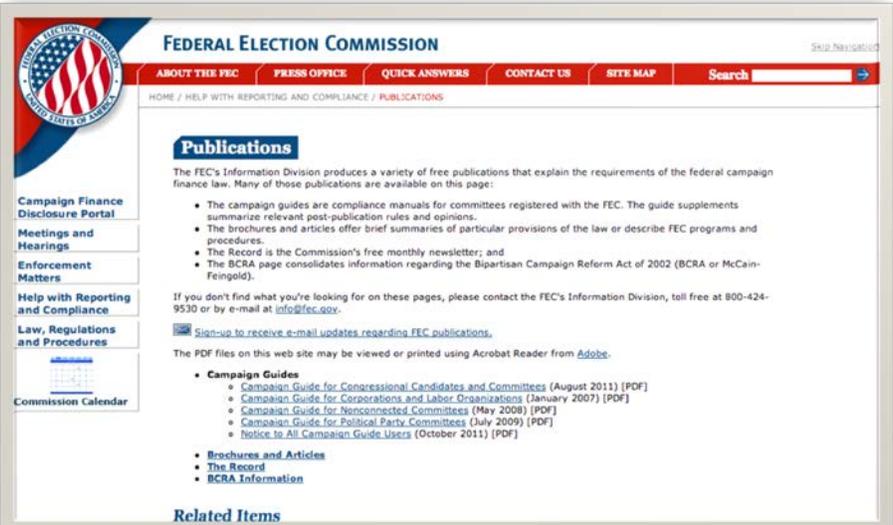


www.fec.gov 1-800-424-9530 info@fec.gov

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Compliance Help



FEDERAL ELECTION COMMISSION

HOME / HELP WITH REPORTING AND COMPLIANCE / PUBLICATIONS

Publications

The FEC's Information Division produces a variety of free publications that explain the requirements of the federal campaign finance law. Many of those publications are available on this page:

- The campaign guides are compliance manuals for committees registered with the FEC. The guide supplements summarize relevant post-publication rules and opinions.
- The brochures and articles offer brief summaries of particular provisions of the law or describe FEC programs and procedures.
- The Record is the Commission's free monthly newsletter; and
- The BCRA page consolidates information regarding the Bipartisan Campaign Reform Act of 2002 (BCRA or McCain-Feingold).

If you don't find what you're looking for on these pages, please contact the FEC's Information Division, toll free at 800-424-9530 or by e-mail at info@fec.gov.

[Sign-up to receive e-mail updates regarding FEC publications.](#)

The PDF files on this web site may be viewed or printed using Acrobat Reader from [Adobe](#).

- **Campaign Guides**
 - [Campaign Guide for Congressional Candidates and Committees](#) (August 2011) [PDF]
 - [Campaign Guide for Corporations and Labor Organizations](#) (January 2007) [PDF]
 - [Campaign Guide for Nonconnected Committees](#) (May 2008) [PDF]
 - [Campaign Guide for Political Party Committees](#) (July 2009) [PDF]
 - [Notice to All Campaign Guide Users](#) (October 2011) [PDF]
- **Brochures and Articles**
 - [The Record](#)
 - [BCRA Information](#)

Related Items

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- <http://www.fec.gov/info/publications.shtml>

Compliance Help

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HOME | HELP WITH REPORTING AND COMPLIANCE | EDUCATIONAL OUTREACH

Educational Outreach

Click on the icon to receive a new update regarding FEC conferences and workshops.

The PDF files on this web site may be viewed or printed using Acrobat Reader from [Adobe](#).

- Conferences
 - FECConnect Online Services
 - OnDemand
 - List
 - One-On-One
 - Public Appearances

Conferences

Each year, the Federal Election Commission sponsors two-day, regional conferences where Commissioners and staff conduct a variety of technical workshops on the law. Discussion topics include fundraising, reporting and communications. Workshops are designed for those seeking an introduction to the basic provisions of the law as well as for those more experienced in campaign finance law. For questions about the conference program, call the FEC's Information Division at 1-800-424-9530 (or locally, 202/464-1100) or send an email to CustomerService@fec.gov. Include your name, contact information and track of interest (Candidate, party, nonmember or corporate/labor/trade PAC). Please direct questions about regional conference registration to Sylvester Management Corporation at 1-800-244-7277. [Click here to sign up to receive e-mail updates regarding FEC conferences and workshops.](#)

2015 Conference Schedule

Program Information	Date	Location	Registration
Conference for House & Senate Campaigns, Political Party Committees and Corporate/Labor/Trade PACs	August 23-26	Chicago, IL	Please subscribe to our email list to be notified when registration opens.
Conference for House & Senate Campaigns, Political Party Committees and Corporate/Labor/Trade PACs	October 20-21	San Diego, CA	Please subscribe to our email list to be notified when registration opens.

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- <http://www.fec.gov/info/outreach.shtml>

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FECConnect OnDemand

Welcome to FECConnect OnDemand, the Federal Election Commission's e-learning page. As part of its effort to promote volunteer compliance with the federal campaign finance law, the Commission is pleased to provide access to a variety of on-demand educational materials, including video webinars and interactive presentations. These materials supplement our regulatory, identification, law-to-practice, and other educational materials programs. Should you have questions after reviewing any of these materials, please contact the FEC's Information Division, toll-free at 800-424-9530 or by e-mail to CustomerService@fec.gov.

Click on the icon to receive a new update on new e-learning materials, seminars, and webinars.

Categories of Materials:

- Basics, FEC and the Campaign Finance Law
- Committee Operations, Candidates, Parties, PACs
- Disclosure, Reporting & Reporting (Including E-Filing)
- Prohibit Transactions and Record Exemptions

Basics: FEC and the Campaign Finance Law

Class Participation
 A 15-minute video explaining the importance of class participation in the federal campaign finance law.

Committee Operations
 A description of the major responsibilities committee treasurers have under the federal campaign finance law.

Contributions
 An overview of the statutory and prohibitions that apply to contributions.

FEC and the Finance Calendar

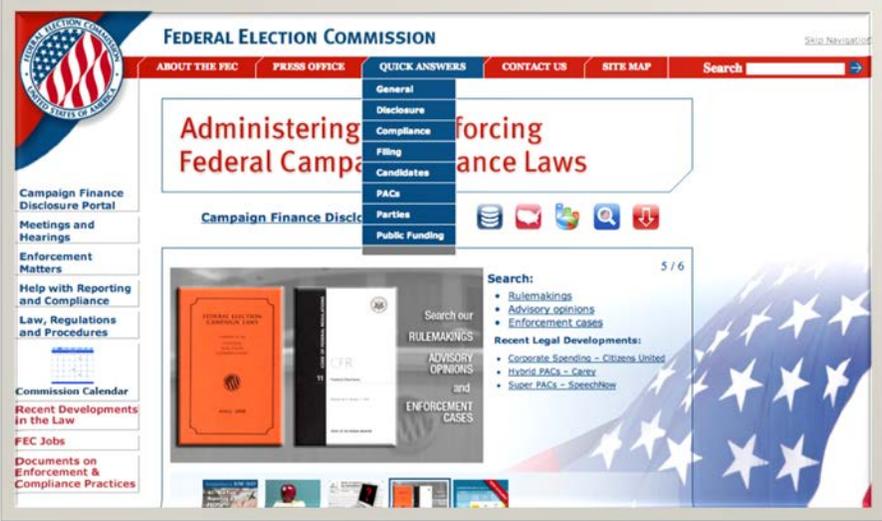
Chapter Activity 2015

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- <http://www.youtube.com/fectube>

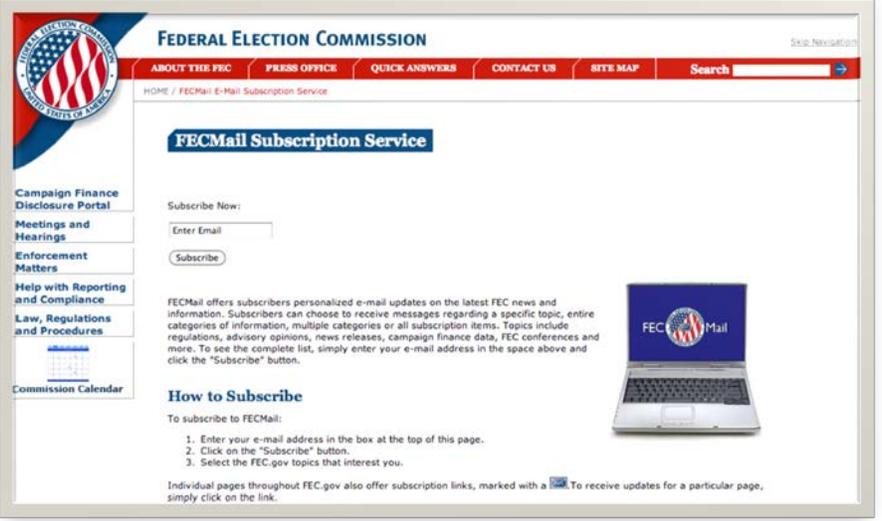
Compliance Help



The screenshot shows the Federal Election Commission website. The main navigation bar includes 'ABOUT THE FEC', 'PRESS OFFICE', 'QUICK ANSWERS', 'CONTACT US', and 'SITE MAP'. A search bar is located on the right. The 'QUICK ANSWERS' menu is open, highlighting 'Compliance'. Other menu items include 'General', 'Disclosure', 'Filing', 'Candidates', 'PACs', 'Parties', and 'Public Funding'. The main content area features a large banner for 'Administering and Enforcing Federal Campaign Finance Laws'. Below the banner, there are sections for 'Campaign Finance Disclosure Portal', 'Meetings and Hearings', 'Enforcement Matters', 'Help with Reporting and Compliance', 'Law, Regulations and Procedures', 'Commission Calendar', 'Recent Developments in the Law', 'FEC Jobs', and 'Documents on Enforcement & Compliance Practices'. A search bar on the right shows '5 / 6' results. Below the search bar, there are links for 'Rulemakings', 'Advisory opinions', and 'Enforcement cases'. A 'Recent Legal Developments' section lists 'Corporate Spending - Citizens United', 'Hybrid PACs - Casey', and 'Super PACs - SpeechNow'. The footer of the slide contains the text 'FECConnect REGIONAL 2015-16 Election Cycle' and 'Basics & Best Practices Slide 112'.

- <http://www.fec.gov/ans/answers.shtml>

Compliance Help



The screenshot shows the Federal Election Commission website's 'FECMail Subscription Service' page. The main navigation bar is the same as in the previous slide. The page title is 'FECMail Subscription Service'. Below the title, there is a 'Subscribe Now:' section with an 'Enter Email' input field and a 'Subscribe' button. A paragraph of text explains that FECMail offers personalized e-mail updates on the latest FEC news and information, and lists various topics including regulations, advisory opinions, news releases, campaign finance data, FEC conferences, and more. A 'How to Subscribe' section provides three steps: 1. Enter your e-mail address in the box at the top of this page. 2. Click on the "Subscribe" button. 3. Select the FEC.gov topics that interest you. A small image of a laptop displaying the FECMail logo is shown to the right. The footer of the slide contains the text 'FECConnect REGIONAL 2015-16 Election Cycle' and 'Basics & Best Practices Slide 113'.

- <http://www.fec.gov/info/fecmail.shtml>

RAD FAQs Web Page

The screenshot shows the Federal Election Commission (FEC) website. At the top, there is a navigation bar with links for 'ABOUT THE FEC', 'PRESS OFFICE', 'QUICK ANSWERS', 'CONTACT US', and 'SITE MAP'. A search bar labeled 'FEC Search' is on the right. The main content area features a large heading: 'Administering and Enforcing Federal Campaign Finance Laws'. Below this, there is a section for 'Submit Recommendations to Improve Our Website'. A central graphic highlights the 'Campaign Finance Disclosure Portal' with a mouse cursor pointing to it. To the right of this graphic, there are two text boxes: 'Disclosure Portal: The Federal Election Commission's Campaign Finance Disclosure Portal provides a single point of entry to campaign finance data.' and 'Candidate & Committee Viewer: The Candidate and Committee Viewer includes two-year summaries, report summaries, report images and viewable and downloadable electronic filings, all in one place.' A sidebar on the left contains various links such as 'Campaign Finance Disclosure Portal', 'Meetings and Hearings', 'Enforcement Matters', 'Help with Reporting and Compliance', 'Law, Regulations and Procedures', 'Commission Calendar', 'Recent Developments in the Law', 'FEC Jobs', and 'Documents on Enforcement & Compliance Practices'. At the bottom of the screenshot, there is a footer with the FEC logo and the text 'FECConnect REGIONAL 2015-16 Election Cycle' on the left and 'Basics & Best Practices Slide 114' on the right.

- <http://www.fec.gov/rad/index.shtml>

Compliance Help

The illustration shows three icons representing different ways to get help: a computer monitor displaying the FEC website, a red rotary telephone, and a yellow envelope with an '@' symbol. Below each icon is its corresponding contact information: 'www.fec.gov' for the computer, '1-800-424-9530' for the phone, and 'info@fec.gov' for the email. At the bottom of the slide, there is a footer with the FEC logo and the text 'FECConnect REGIONAL 2015-16 Election Cycle' on the left and 'Basics & Best Practices Slide 108' on the right.

Toll-free Information Line

- ▣ For tech support with e-filing, press 4 for the Electronic Filing Office
- ▣ For reporting help, press 5 to reach your RAD Analyst
- ▣ For other questions, press 6 for an Information Specialist



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FEC Record

Press Releases and Weekly Digest



- <http://twitter.com/fecupdates>