



Basics & Best Practices

February 18, 2015

 FECCONNECT LIVE
2015-16 Election Cycle

Basics & Best Practices

Objectives

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

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Basics & Best Practices

**PART 1: BASIC PROVISIONS OF THE FEDERAL
CAMPAIGN FINANCE LAW**

Federal Election Campaign Act

- ▣ Limits sources and amounts of funds used to finance federal elections
- ▣ Requires candidates and committees that support them to register and report activity
- ▣ Establishes FEC to administer and enforce law



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Contribution Source Limits

- ▣ Prohibited Sources of Contributions
 - Corporations and Unions
 - Federal Government Contractors
 - Foreign Nationals
 - Contributions in Name of Another

I. 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.

Contribution Source Limits

- ☐ 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

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

Questionable Contributions

A check from 'THE MOM & POP SHOP, LLC' (Colorado Springs, CO 80901) is shown. The check is payable to 'Your PAC' for the amount of \$5,000.00. The amount is written in words as 'Five thousand'. The check is signed by 'Sam "Pop" Jones'. The check number is 101. The MICR line at the bottom reads: ⑆ 123456789⑆ 123456 101.

THE MOM & POP SHOP, LLC
COLORADO SPRING, CO 80901

PAY Your PAC
to the order of Five thousand \$ 5,000.00

YOUR FINANCIAL INSTITUTION
ADDRESS OF YOUR INSTITUTION

for Sam "Pop" Jones

⑆ 123456789⑆ 123456 101

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Questionable Contributions

A check from 'MONTREAL, CANADA' (payable to 'MICHAEL OR LISA SMITH') is shown. The check is payable to 'Your PAC' for the amount of \$5,000.00. The amount is written in words as 'Five thousand'. The check is signed by 'Lisa Smith'. The check number is 15. The MICR line at the bottom reads: ⑆ 123456789⑆ 123456 101.

MICHAEL OR LISA SMITH
MONTREAL, CANADA

PAY Your PAC
to the order of Five thousand \$ 5,000.00

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



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- 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.

Separate Segregated Funds

- Corporations and unions cannot make contributions in federal elections
- Exception permits sponsorship of SSF
 - Establishment, administrative and solicitation costs
 - Limits on solicitations for SSF contributions
 - SSF may make contributions to candidates

III. Separate Segregated Funds (SSF) (11 CFR 114.5)

A. Prohibition on Corporate Contributions (11 CFR 114.2)

Federal law bans contributions by corporations and labor organizations to influence federal elections. That ban covers incorporated trade associations and other membership organizations.

B. Exception

Corporations (including trade associations and membership organizations) and labor organizations may use treasury funds to create and run a separate segregated fund (sometimes called an SSF or PAC) to support federal candidates.

Contribution Amount Limits

For 2015-16 Elections	Candidate per Election	PAC per year	State, District & Local Party per year	National Party per year	National Party Convention, Legal or Building Fund per year
Individual	\$2,700	\$5,000	\$10,000 (combined)	\$33,400 x 3	= \$100,200
National Party	\$5,000	\$5,000	No Limit	No Limit	NEW
State, District & Local Party	\$5,000 (combined)	\$5,000 (combined)	No Limit	No Limit	
PAC: multicandidate	\$5,000	\$5,000	\$5,000 (combined)	\$15,000 x 3	= \$45,000
PAC: not multicandidate	\$2,700	\$5,000	\$10,000 (combined)	\$33,400 x 3	= \$100,200



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IV. Contribution Amount Limits (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 Amount Limits

For 2015-16 Elections	Candidate per Election	PAC per year	State, District & Local Party per year	National Party per year	National Party Convention, Legal or Building Fund per year
Individual	\$2,700	\$5,000	\$10,000 (combined)	\$33,400	\$100,200
National Party	\$5,000	\$5,000	No Limit	No Limit	
State, District & Local Party	\$5,000 (combined)	\$5,000 (combined)	No Limit	No Limit	
PAC: multicandidate	\$5,000	\$5,000	\$5,000 (combined)	\$15,000	\$45,000
PAC: not multicandidate	\$2,700	\$5,000	\$10,000 (combined)	\$33,400	\$100,200



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.

Limits to PACs

For 2015-16 Elections	Candidate per Election	PAC per year	State, District & Local Party per year	National Party per year	National Party Convention, Legal or Building Fund per year
Individual	\$2,700	\$5,000	\$10,000 (combined)	\$33,400	\$100,200
National Party	\$5,000	\$5,000	No Limit	No Limit	
State, District & Local Party	\$5,000 (combined)	\$5,000 (combined)	No Limit	No Limit	
PAC: multicandidate	\$5,000	\$5,000	\$5,000 (combined)	\$15,000	\$45,000
PAC: not multicandidate	\$2,700	\$5,000	\$10,000 (combined)	\$33,400	\$100,200



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Limits from PACs

For 2015-16 Elections	Candidate per Election	PAC per year	State, District & Local Party per year	National Party per year	National Party Convention, Legal or Building Fund per year
Individual	\$2,700	\$5,000	\$10,000 (combined)	\$33,400	\$100,200
National Party	\$5,000	\$5,000	No Limit	No Limit	
State, District & Local Party	\$5,000 (combined)	\$5,000 (combined)	No Limit	No Limit	
PAC: multicandidate	\$5,000	\$5,000	\$5,000 (combined)	\$15,000	\$45,000
PAC: not multicandidate	\$2,700	\$5,000	\$10,000 (combined)	\$33,400	\$100,200



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Multicandidate Status

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



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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.

Affiliated Committees

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

- Principal Campaign Committee and Other Authorized Committees
- State Party and Registered Local Party Committees in that State
- ★ Corporate Parent and Subsidiaries
- National Membership Organization and its State and Local Units

E. **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. **Corporation**

- a) PACs set up by parent, subsidiary, branch, division or other affiliate.
- b) **Example:** 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.

Affiliated Committees

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

- Share limits on contributions made and received



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- 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.

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. NAME OF COMMITTEE ENTITY: _____

2. FEI NUMBER AND STATE ADDRESS: _____

3. FEI IDENTIFICATION NUMBER: _____

4. DATE, TYPE AND ZIP CODE: _____

5. 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: Applicant must have submitted this Statement and to the level of the responsible and proper 51st donor, control and complete.

1. TYPE OF CONTRIBUTOR: _____ 2. TYPE OF CONTRIBUTOR: _____ DATE: _____

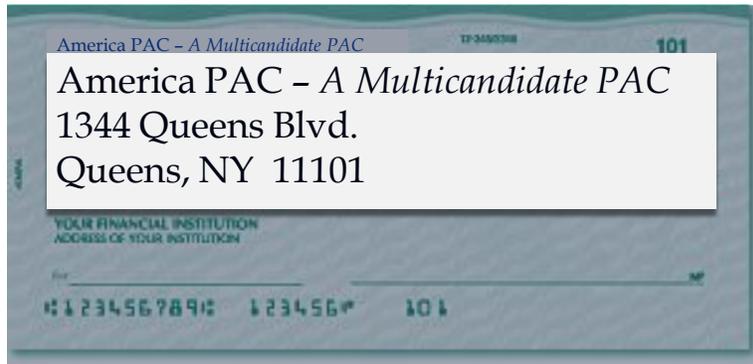
NOTE: Applicant must have submitted this Statement and to the level of the responsible and proper 51st donor, control and complete.

1. TYPE OF CONTRIBUTOR: _____ 2. TYPE OF CONTRIBUTOR: _____ DATE: _____

FEC FORM 1M
Federal Election Commission, Washington, DC 20543
Form No. 10-2010-2008
Last Use 2010-08-11-00 (Revised 1/2007)

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

Multicandidate Status



F. Multicandidate PAC Responsibility

1. How to Inform the 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.

2. How to Inform the 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.

Contribution Amount Limits

- ▣ Cash contribution cannot exceed \$100



- ▣ Maximum anonymous contribution \$50

G Other Contribution Limits

- 1. Cash Contributions – \$100**
- 2. Anonymous Contributions – \$50**

V. Independent Expenditures (11 CFR 100.16)

Supporting Candidates



- ▣ Contributions
- ▣ **Independent Expenditures**

Independent Expenditure

Payment for communication that expressly advocates election or defeat of clearly identified candidate, but is not made in cooperation, consultation or in concert with, or at the request or suggestion of, the candidate or his/her campaign, or a political party committee or the agents of either.



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A. Definition

Expenditure for communication that "expressly advocates" the election or defeat of a clearly identified candidate and that is not made in cooperation with, or at the request or suggestion of, the candidate or his/her campaign or its agents, or a political party or its agents.

Independent Expenditure

- No limit on amount of expenditure
- Corporations and labor organizations may make IEs, but prohibited in-kind contribution results if coordinated



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B. The Basics

1. No Limits if Definition Met

One may spend an unlimited amount because the expenditure is not coordinated (and thus, a contribution).

2. If Coordinated, In-kind Contribution Results (11 CFR 109.21)

Corporation prohibited from making (coordinated) in-kind contribution. SSF permitted, however, subject to contribution limit.

3. Disclaimer required

Supporting Candidates



- ❑ Contributions
- ❑ Independent Expenditures
- ❑ Disclaimers

Disclaimers

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

VI. Disclaimer Notices on Communications (11 CFR 110.11)

A. Basic Rules

1. Identifies who paid for a public communication
2. Clarifies whether a campaign authorized it
3. 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

B. Public Communication Defined (11 CFR 100.26)

Includes communications made using the following media:

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

C. Disclaimer Also Required On:

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

Disclaimer Examples

- ▣ SSF Ad Authorized by Candidate:
“Paid for by XYZ PAC and authorized by the Jane Doe for Congress committee.”

- ▣ SSF Ad Not Authorized by Candidate:
“Paid for by XYZ PAC (www.xyzpac.org) and not authorized by any candidate or committee.”

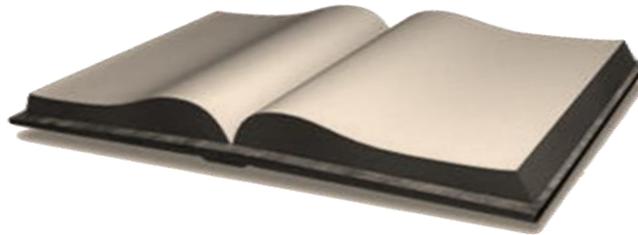
D. Wording of Disclaimer (11 CFR 110.11(b))

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 Expenditure, Electioneering Communication)**
“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.
Cannot be difficult to read or placed where it is easily overlooked.

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

- 11 CFR 110.11(c)(1)



Clear and Conspicuous

▼ Printed Materials

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

E. 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



- F. 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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G. 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).

PART 2: REGISTRATION AND REPORTING REQUIREMENTS

Campaign Finance Laws

- ▣ Committee Registration
 - ▶ Unlike other committees, SSFs must register with FEC upon formation

 Basics & Best Practices

I. Committee Registration (11 CFR 102.1(c) and 102.2)

A. FEC Form 1 (Statement of Organization)

1. When to File

- a) Political committees (other than campaign committees) file within 10 days of triggering registration.
- b) An SSF (PAC connected to incorporated entity such as corporation, labor/membership organization, trade association) must register with the FEC within 10 days of establishment – for example within 10 days of the date when:
 - (1) The board of directors (or comparable governing body) votes to create the SSF
 - (2) Officers are selected to administer the fund, or
 - (3) The SSF's initial operating expenses are paid.

Committee Registration

The image shows a screenshot of the FEC Form 1 web form. The form is titled "FEC FORM 1 STATEMENT OF ORGANIZATION". A large circular callout with the word "NEW" is overlaid on the form. Text next to the callout reads: "Web form now available for easy online filing!". The form includes fields for "1. NAME OF COMMITTEE" (with a dropdown menu), "12FE4M5" (likely a committee ID), "CITY", "STATE", and "ZIP CODE". There are also sections for "COMMITTEE'S E-MAIL ADDRESS (Please provide only one e-mail address)" and "COMMITTEE'S WEB PAGE ADDRESS (URL)", each with a checkbox labeled "(Check if address is changed)".

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2. How to File

- a) Forms may be downloaded and printed from the FEC website: <http://www.fec.gov/info/forms.shtml>
- b) Link to Form 1 webform: <https://webforms.fec.gov/webforms/form1/index.htm>

3. Requirements

Committees that file electronically must include their email address. Others are encouraged to do so.

4. Amendments

Amend Statement of Organization (and other filings) when necessary within 10 days of change.

Committee Registration

FEC FORM 1 STATEMENT OF ORGANIZATION

1. NAME OF COMMITTEE (in full)

▼ Name of Committee

- ❑ SSF's name must include the full name of its connected organization
- ❑ Full name required on FEC reports and in disclaimers

B. Name and Address of Committee

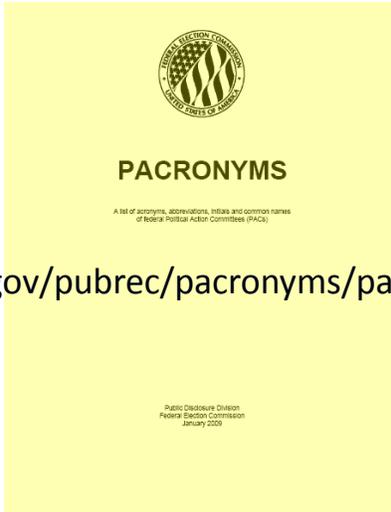
1. Separate Segregated Funds

Name must include full name of the connected organization.

2. 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

Committee Registration

▼ E-Mail Address:

- Required for E-Filers
- Necessary to receive report notices and other FEC notifications

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)

3. **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

List Connected Organization

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

XYZ Corporation

Mailing Address 123 Corporate 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

ABC Corporation 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

Committee Registration

Treasurer & Assistant Treasurer

B. 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 _____
Working Address _____

Title or Position ▼ CITY ▲ STATE ▲ ZIP CODE ▲
_____ Telephone number: _____

Full Name of Designated Agent _____
Working Address _____

Title or Position ▼ CITY ▲ STATE ▲ ZIP CODE ▲
_____ Telephone number: _____



FEC Recommended

Committee Registration

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

C. Treasurer & Assistant Treasurer (11 CFR 102.7, 102.9 and 104.14)

1. Treasurer Required – Asst. Treasurer Recommended

- a) Identify on Form 1.

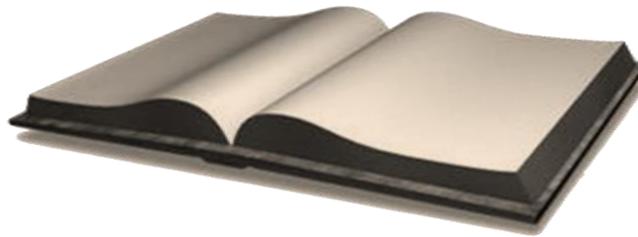
2. Duties:

- 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)



D. 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.

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



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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

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

E. Recordkeeping (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

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



Any time after
January 31, 2018

- c) **Record Retention**

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

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

2015 Filing Requirements

- ▣ SSFs file FEC Form 3X
 - Quarterly (Semiannually); or
 - Monthly Schedule



- A. **During Non-Election Year (odd-numbered year)**
PACs File Quarterly or Monthly - See *Reports Due in 2015* at
http://www.fec.gov/info/report_dates_2015.shtml

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

1. Quarterly Reporting Schedule

- a) **Committees that file quarterly in election years file on a semi-annual schedule in non-election years.**
- b) Reporting period always begins the day after close of books of last report filed.
- c) See *Reports Due in 2015* at http://www.fec.gov/info/report_dates_2015.shtml

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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2015-16 Election Cycle

Basics & Best Practices

2. Monthly Reporting Schedule

- a) File reports on the 20th of each month.
- b) Reporting period begins the day after close of books of last report filed.
- c) Monthly filers must file a Year-End Report on January 31 of each year.

Special Elections 2015

- ▣ May trigger additional reports for quarterly filers that participate
- ▣ Visit FEC.gov for details
http://www.fec.gov/info/report_dates.shtml



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



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2015-16 Election Cycle

Basics & Best Practices

B. During Election Year (even-numbered year)

PACs File Quarterly or Monthly

1. Quarterly Reporting Schedule

- a) Quarterly reports due April 15, July 15 and October 15 and January 31; Pre-Primary, Pre-General (if applicable), and a Post-General Report.
- b) Reporting period begins the day after close of books of last report filed.

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
June 1-30	July 20
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

NO PRE-PRIMARY REPORTS



FECConnect LIVE
2015-16 Election Cycle

Basics & Best Practices

2. Monthly Reporting Schedule

- a) Monthly filers must file report on 20th of each month, except Pre-General and Post-General in lieu of November and December monthly reports.
- b) Reporting period begins the day after close of books of last report filed.

Choosing a Filing Schedule

Committees active in many states may benefit from filing monthly.



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2015-16 Election Cycle

Basics & Best Practices

Changing Filing Frequency

- ▶ Request on or before next report
 - 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 quarterly in 2014 automatically files semi-annually in 2015. No need to notify FEC (unless switching to monthly).

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

Where to File

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



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
- ❑ Fine amount based on various factors, including proximity to election, previous late reports and financial activity
- ❑ Reviewing officer handles appeals

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:

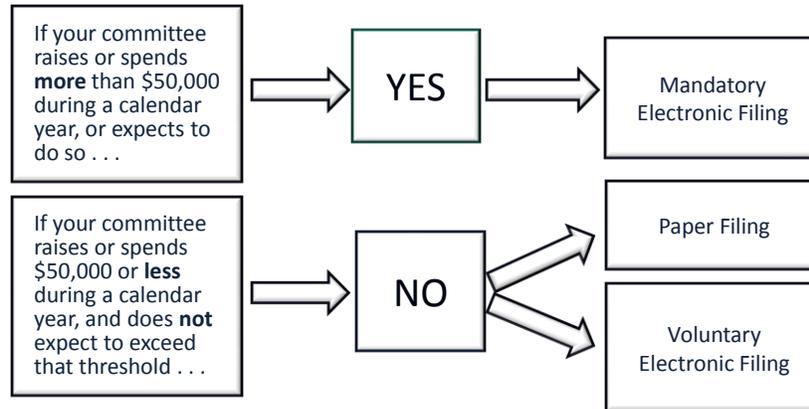
a) Paper Filers

- (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).

Mandatory Electronic Filing



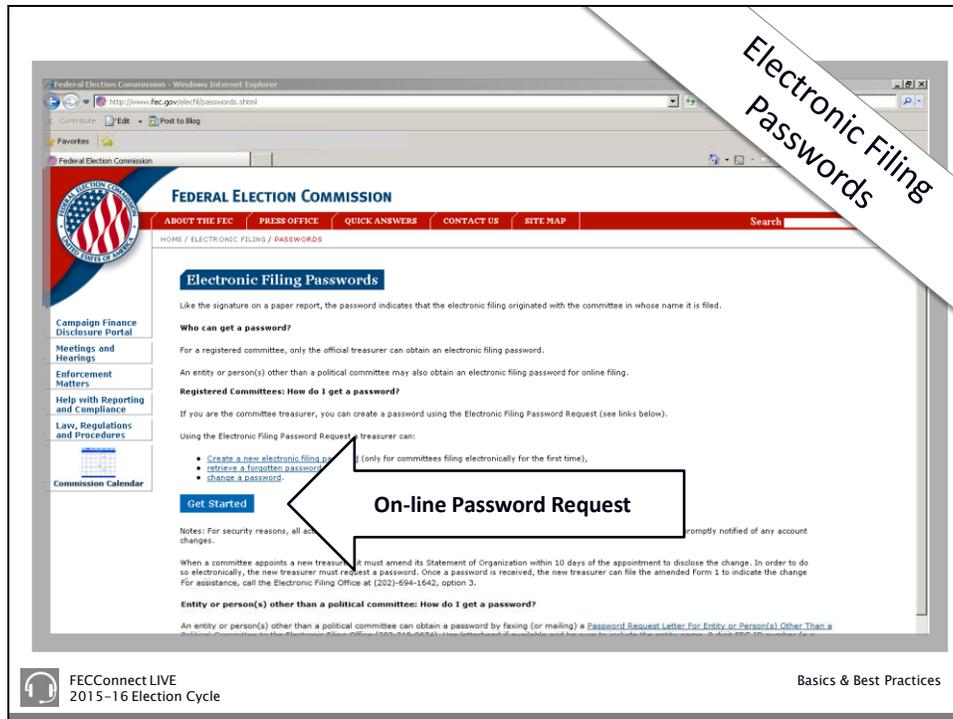
B. Electronic Filing (11 CFR 104.18)

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 8.0.1.11 available for download at <http://www.fec.gov/electfil/updateslist.html>.

4. **Paper Filing by E-Filer**
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.)

PART 3: BEST PRACTICES FOR FILING

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
- ✓ Respond to RFAs in a timely manner

Request for Additional Info

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

I. Request for Additional Information (RFAI)

A. If internal thresholds are met, an RFAI is sent.

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

RFAIs via Email

- ▣ RAD is now emailing RFAIs to email address 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.

B. RFAI via email

1. Most RFAIs are now sent via email to the Committee’s official email address, as disclosed on the Statement of Organization (FEC Form 1).
2. Up to two email addresses can now be provided (both will be used for emailing RFAIs).
3. Committees will the option to continue to receive RFAIs on paper through the mail.

The image shows a computer monitor displaying an email from the Federal Election Commission. The email subject is "Request for Additional Information from the Federal Election Commission". A callout box with an arrow points to a link in the email body, labeled "Link to RFAI". Another callout box with an arrow points to the top right of the email content, labeled "Request for Additional Info".

Request for Additional Info

Link to RFAI

Federal Election Commission

Dear Treasurer/Filer,

This e-mail is being sent by the Reports Analysis Division (RAD) of the Federal Election Commission to request additional information on a report(s) or statement filed by your organization. Please note that this is an automated e-mail; any response information should not be made via e-mail, as your response will be processed as a Request for Additional Information (RFAI), simply click [here](#).

If the above link does not work, you can access the letter by copying the address field of your browser: <http://vebtest.fec.gov/fecletter/getletter.do?r=1&b=33330012014&cm=091120876>

To ensure delivery, add

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2015-16 Election Cycle

Basics & Best Practices

The image shows a computer monitor displaying a letter from the Federal Election Commission. The letter is addressed to Matt Williams, Treasurer of Bryce Harper for Congress. A callout box with an arrow points to the "Response Due Date" section, labeled "Response Due Date". Another callout box with an arrow points to the top right of the letter content, labeled "Request for Additional Info".

Request for Additional Info

Response Due Date

FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

MATT WILLIAMS, TREASURER
BRYCE HARPER FOR CONGRESS
290 NATIONALS WAY - SUITE 34
POTOMAC, MD 20899

October 25, 2014

Response Due Date
November 29, 2014

IDENTIFICATION NUMBER: C00123456

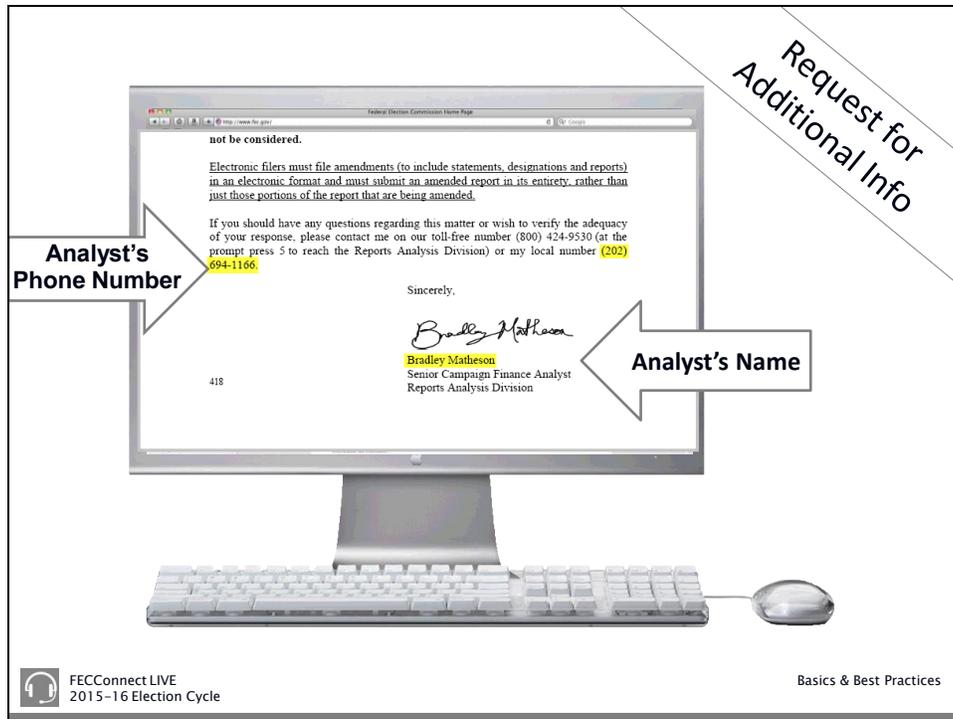
REFERENCE: October Quarterly Report (7/1/2014-9/30/14)

Dear Treasurer:

This letter is prompted by the Commission's preliminary review of the report referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **Failure to adequately respond by the response date noted above could result in an audit or enforcement action.** Additional information is needed for the following 1 item(s):

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Basics & Best Practices



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

- C. **Responses are assessed by the analysts and in some cases, team leaders.**
1. Analysts do not reply to responses.
 2. Contact is not made with committees in every case when a response is not sufficient. Further explanation below.

3. 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.
4. 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).
5. In some cases, RAD consults with OGC before sending a RFAI and when making a response assessment.

Responding to RFAIs

- ▣ 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, demonstrating safe harbor
guidelines are followed for all contributions with a foreign address)

- D. Must amend report when changing information that affects entries on a report.**
This would include additions, changes or deletions.
- E. 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.)

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



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Basics & Best Practices

II. RAD Review of Reports

A. RAD Review and Referral Policy

1. 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.
2. Policy has established thresholds for making determinations on whether to send a Request for Additional Information (RFAI).
3. 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 RAD web page.

Review of Reports

- ▣ Thresholds are applied on a 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, except responses apply for the two year election cycle for:
 - ▣ Best efforts procedures; and
 - ▣ Foreign address inquiries that indicate safe harbor guidelines are followed for **all** contributions
- ▣ It's possible to see an issue questioned on one report, but not on another



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Basics & Best Practices

4. Review is conducted on a per report basis, meaning the thresholds are applied to each report reviewed.
 - a) 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.
 - b) 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.
5. Policy is reassessed every election cycle and revisions/changes made based on input from RAD and other offices (such as OGC), and Commissioners.

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



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Basics & Best Practices

B. 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 to OGC or ADRO to explain RFAI and request response
- ▣ Adequate and timely response may prevent referral



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Basics & Best Practices

C. 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.

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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Basics & Best Practices

III. Recommended Internal Controls

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 & 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



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Basics & Best Practices

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



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2015-16 Election Cycle

Basics & Best Practices

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



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Basics & Best Practices

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



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2015-16 Election Cycle

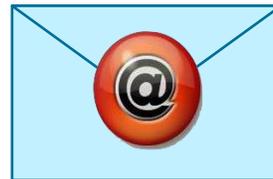
Basics & Best Practices

PART 4: HIGHLIGHT COMPLIANCE RESOURCES

Objectives

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

Compliance Help



www.fec.gov

1-800-424-9530

info@fec.gov

Compliance Help

FEDERAL ELECTION COMMISSION

HOME / HELP WITH REPORTING AND COMPLIANCE

Help with Reporting and Compliance

In an effort to promote voluntary compliance with the law, the Commission offers assistance to candidates, committees and others involved in federal elections. This page provides links to many of the resources the agency makes available. If you don't find an answer to your question here, please contact the FEC's Information Division, toll free at 800-424-9530 or by e-mail at info@fec.gov.

Compliance Map

Click on your state to access reporting dates and other applicable compliance information, including independent expenditure periods, coordination timeframes, FEA and EC periods, as well as disclosure reports and ballot access information.

Filing Information

- [Reporting Dates](#)
- [Electronic Filing](#)
- [Registration and Reporting Forms](#)
- [Filing With Other Agencies -- IRF](#)

Publications

- [Campaign Guides](#)
- [Brochures](#)
- [Record Newsletter](#)
- [BCRA Information](#)

Educational Outreach

Basics & Best Practices

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 finance law. Many of those publications are available on this page:

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

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 2008) [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

Basics & Best Practices

Compliance Help

FEDERAL ELECTION COMMISSION

HOME / HELP WITH REPORTING AND COMPLIANCE / EDUCATIONAL OUTREACH

Educational Outreach

Click on the icon to receive a e-mail updates regarding FEC conferences and workshops.

The PDF files on the 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, 202/694-1100) or send an email to Conf@fec.gov. Include your name, contact information and track of interest (candidate, party, nonconnected or corporate/labor/trade PAC). Please direct questions about regional conference registration to Sylvester Management Corporation at 1-800-246-7277. [Click here to sign up to receive a 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 25-26	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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Compliance Help

FEDERAL ELECTION COMMISSION

HOME / HELP WITH REPORTING AND COMPLIANCE / EDUCATIONAL OUTREACH

FECConnect OnDemand

Welcome to FECConnect OnDemand, the Federal Election Commission's Learning Hub. As part of its effort to promote voluntary compliance with the Federal campaign finance laws, the Commission is pleased to provide access to a variety of resources for individuals, including video, webinars, and interactive presentations. These materials represent our commitment to education, transparency, and accountability for the American people. Please have fun while viewing any of these materials, please contact the FEC's Information Division, Office at 202-694-9530 or by email to Conf@fec.gov.

Click on the icon to receive a e-mail updates on new Learning Hub materials become available.

Categories of Materials:

- Basics, FEC and the Campaign Finance Law
- Committee Operations: Candidates, Parties, PACs
- Workshops, Regulations & Reporting (includes E-filing)
- Popular Topics and Recent Developments

Basics: FEC and the Campaign Finance Law

- Citizen Participation**
A Citizens' Guide to Supporting Federal Candidates (Download)
A general description of how citizens may directly support candidates, contributions, and other activities.
- Candidate Training**
A description of the many responsibilities committee treasurers have under the Federal Election Campaign Act.
- Contributions 2014**
An overview of the limitations and prohibitions that apply to contributions.

FECConnect LIVE
2015-16 Election Cycle

Basics & Best Practices

Compliance Help

The screenshot shows the Federal Election Commission (FEC) website home page. At the top, there is a navigation bar with links for 'ABOUT THE FEC', 'PRESS OFFICE', 'QUICK ANSWERS', 'CONTACT US', and 'SITE MAP', along with a search box. The main content area features a large banner with the text 'Administering Federal Campaigns' and 'Enforcing Campaign Laws'. Below this, there are sections for 'Campaign Finance Disclosure Portal', 'Meetings and Hearings', 'Enforcement Matters', 'Help with Reporting and Compliance', 'Law, Regulations and Procedures', and 'Commission Calendar'. A search bar is visible on the right side of the page, and a list of 'Recent Legal Developments' is provided, including 'Corporate Spending - Citizens United', 'Hybrid PACs - Carly', and 'Super PACs - SpeechNow'. The page is branded with the FEC logo and an American flag graphic.

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2015-16 Election Cycle

Basics & Best Practices

Compliance Help

The screenshot shows the 'FECMail Subscription Service' page on the FEC website. The page features a 'Subscribe Now' section with an 'Enter Email' input field and a 'Subscribe' button. Below this, there is a paragraph explaining that FECMail offers personalized e-mail updates on the latest FEC news and information, and that subscribers can choose to receive messages regarding a specific topic, entire categories of information, multiple categories or all subscription items. 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. An image of a laptop displaying the 'FEC Mail' logo is shown on the right side of the page. The page is branded with the FEC logo and an American flag graphic.

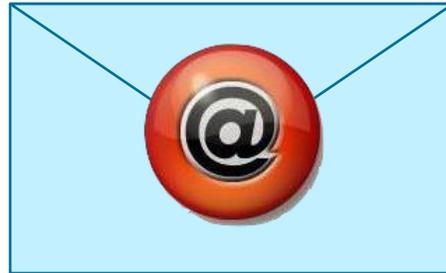
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Compliance Help



1-800-424-9530



info@fec.gov

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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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 FECA. 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 is composed of 38 analysts tasked with reviewing approximately 50,000 financial reports per year. Each analyst is assigned 200-400 committees and is available to assist committee representatives 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 [Overview of the RAD Review Process \(pdf\)](#).

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



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