



INTERACTIVE ONLINE TRAINING PROGRAM

## Nonconnected PAC Operations Part I

Wednesday, December 2, 2015

1:00 p.m. –2:30 p.m.

 FECCConnect LIVE  
2015–16 Election Cycle

Nonconnected PAC Webinar

## Objectives

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- **Identify types of Nonconnected PACs and review basic characteristics and organization**
- Discuss fundraising rules
- Describe methods of supporting federal candidates
- Highlight key rules on travel and lobbyist bundling

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## REGISTRATION AND ORGANIZATION

### I. Types of Nonconnected Committees

The type you form depends on what you want to do

#### What do you want to do?

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- Make contributions to federal candidates
- Contribute to state and local candidates
- Make independent expenditures supporting or opposing federal candidates

What type of PAC?

## What do you want to do?

- Make contributions to federal candidates**
- Contribute to state and local candidates
- Make independent expenditures supporting or opposing federal candidates

Nonconnected PAC



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### A. “I want to make contributions to federal candidates.”

#### Form a: Traditional Nonconnected PAC.

##### Examples:

- A federal PAC without a corporate/labor sponsor that makes contributions to federal candidates.
- A federal PAC sponsored by a partnership or an LLC (or any other type of unincorporated business entity) that makes contributions to federal candidates.
- A leadership PAC formed by a candidate or officeholder.

## What do you want to do?

- Make contributions to federal candidates
- Contribute to state and local candidates**
- Make independent expenditures supporting or opposing federal candidates

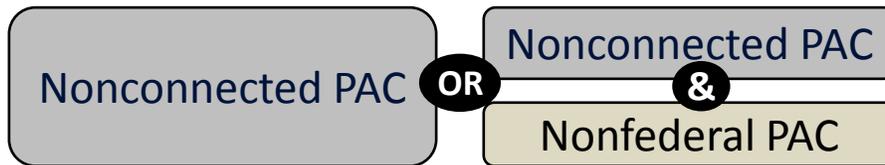
Nonfederal PAC

**B. “I want to make contributions to state and local candidates.”**

**Form a: Nonfederal PAC.** Alternatively, use your federal PAC as long as state law permits, but be aware you must only accept federally permissible funds into that PAC, even though it is active on a state level. It may also have to file reports on a state level.

## What do you want to do?

- Make contributions to federal candidates**
- Contribute to state and local candidates**
- Make independent expenditures supporting or opposing federal candidates



**C. “I want to make contributions to both federal and nonfederal candidates.”**

**Form a: Traditional Nonconnected PAC and either:**

- Use that federal PAC to make contributions on both federal and state levels (and subject to both sets of laws); or
- Also form a nonfederal PAC for making contributions on a state and local level (subject to state laws).

## What do you want to do?

- Make contributions to federal candidates
- Contribute to state and local candidates
- Make independent expenditures supporting or opposing federal candidates**

Super PAC

**D. “I only want to make independent expenditures to support (and/or oppose) federal candidates.”**

**Form a: Super PAC, also known as Independent Expenditure-Only Committees (Super PACs):**

Super PACs are nonconnected committees that have agreed to forgo making contributions to candidates; as a result, they may solicit and accept unlimited contributions from corporations, labor organizations, individuals and political committees for the purpose of making independent expenditures to support or oppose federal candidates.

**See the following AOs and Court Cases:**

- 2011-12 (Majority PAC)
- 2011-11 (Colbert)
- 2010-11 (Commonsense Ten)
- 2010-09 (Club for Growth)
- *Speech Now v. FEC*; and
- *Citizens United v. FEC*

**Links to the above, plus more information available at:**

<http://www.fec.gov/law/recentdevelopments.shtml#IECommittees>

## But what if you want to make both contributions and expenditures?

### What do you want to do?

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**Make contributions to federal candidates**

**Contribute to state and local candidates**

**Make independent expenditures supporting or opposing federal candidates**

**Nonconnected PAC** **OR** **Hybrid PAC**

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**E. “I want to make both contributions and independent expenditures in connection with federal elections”**

**Form a: Hybrid PAC. Alternatively, form a traditional nonconnected federal PAC** (see page 3), but be aware it may not use funds raised outside normal federal limitations and source restrictions.

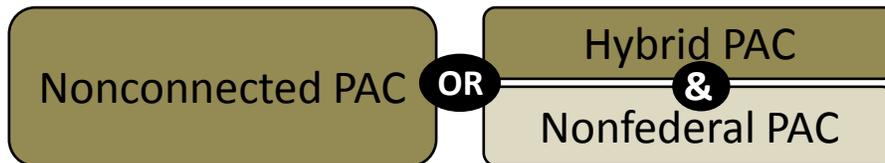
**Hybrid PACs: *Carey v. FEC***

On August 19, 2011, the U.S. District Court for the District of Columbia declared the contribution limits in 2 U.S.C. § 441a(a)(1)(C) and (3) (now 52 U.S.C. § 30116(a)(1)(C) and (3)) unconstitutional with regard to contributions received to make independent expenditures, as long as a nonconnected PAC uses separate bank accounts to:

- Accept unlimited contributions to finance independent expenditures (a “non-contribution account”); and
- Accept FECA-limited contributions to be used to make contributions (a “federal account”).

## What do you want to do?

- Make contributions to federal candidates**
- Contribute to state and local candidates**
- Make independent expenditures supporting or opposing federal candidates**



**F. “I want to do it all! Make contributions and independent expenditures to/ on behalf of or against both state and federal candidates”**

**Form a: Hybrid PAC.** Although, in some cases, you may need to also form a separate nonfederal PAC in order to comply with applicable state laws when active in nonfederal elections.

**Alternatively, form a traditional nonconnected federal PAC,** but be aware that such a PAC is subject to federal contribution limits and prohibitions.

## Bank Accounts

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- ▶ **Federal Account**
- ▶ Nonfederal Account
- ▶ Non-contribution Account

## Bank Accounts

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### ▼ Federal Account

- Funds subject to limits and prohibitions of FECA
- May be spent for contributions and expenditures

Nonconnected PAC

Hybrid PAC

## II. Bank Accounts for Nonconnected Committees

### A. Federal Account

1. **Used by:** Nonconnected PACs and Hybrid PACs
2. **Purpose:** Making contributions to federal PACs. May also be used for independent expenditures, and if state law permits, nonfederal contributions.

## Bank Accounts

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### ▼ Federal Account Deposits

- Funds must be expressly designated or solicited for use in connection with federal elections; or
- Contributors must be informed that contribution is subject to federal limits and prohibitions.

3. **Conditions:** All funds deposited are subject to federal limitations and restrictions (i.e., must be federally permissible).
  - Funds must be **expressly designated or solicited** for use in connection with federal elections; **or**
  - **Contributors must be informed** that contribution is subject to federal limits and prohibitions.

## Bank Accounts

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- ▶ Federal Account
- ▶ **Nonfederal Account**
- ▶ Non-contribution Account

## Bank Accounts

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### ▼ Nonfederal Account

- Funds subject to state law
- May be spent for nonfederal activity

Nonfederal PAC

**B. Nonfederal Account**

1. **Used by:** All types of nonconnected PACs
2. **Purpose:** Activity that is in connection with state and local elections
3. **Conditions:**
  - Does not register with FEC; activities regulated by state law.
  - If used for federal activity, subject to funding restrictions and registration threshold of \$1,000.
  - May not transfer funds into an affiliated federal PAC except for allocable share of allocable activity (covered later).

## Bank Accounts

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- ▶ Federal Account
- ▶ Nonfederal Account
- ▶ **Non-contribution Account**

## Bank Accounts

### ▼ Non-contribution Account

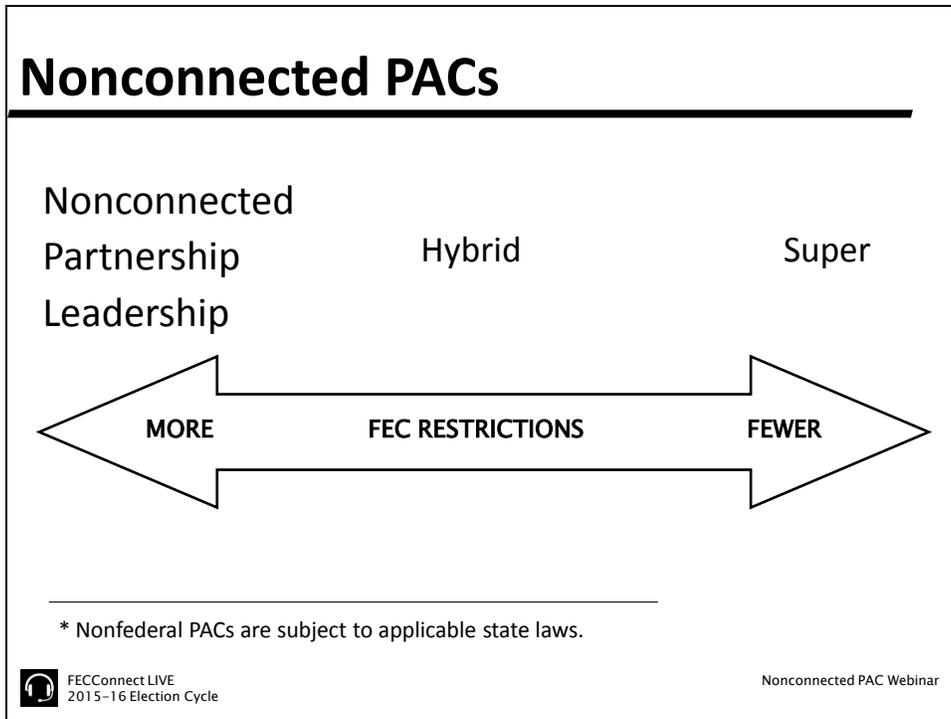
- Unlimited funds, including corporate/labor money
- May be spent for independent expenditures

Super PAC

Hybrid PAC

### C. Non-Contribution Account

1. **Used by: Super PAC; Hybrid PAC**
2. **Purpose:** Used to make independent expenditures (communications that contain express advocacy for or against a clearly identified candidate or party and that are not coordinated with any candidate or candidate's committee – more on this in Part Two).
3. **Conditions:**
  - Contributions into account are not limited in terms of amount and may be accepted from corporations and labor organizations (normally prohibited from making contributions in connection with federal elections).
  - May not be used to make contributions.



**D. Remember:**

- Type of PAC you form and the restrictions it is subject to depends on your intentions.
- A PAC formed for making contributions to federal candidates and committees is subject to more FEC restrictions than one that is formed for making solely independent expenditures.

## Committee Registration

|   |                              |          |
|---|------------------------------|----------|
| FEC<br>FORM 1   | STATEMENT OF<br>ORGANIZATION |          |
| 1. NAME OF COMMITTEE (in full) <input type="checkbox"/> 12FE4M5     |                              |          |
| <b>Nonconnected PACs have a<br/>\$1,000 registration threshold</b>  |                              |          |
| CITY  | STATE                        | ZIP CODE |
| COMMITTEE'S E-MAIL ADDRESS (Please provide only one e-mail address) |                              |          |
| <input type="checkbox"/> (Check if address is changed)              | <input type="text"/>         |          |
| COMMITTEE'S WEB PAGE ADDRESS (URL)                                  |                              |          |
| <input type="checkbox"/> (Check if address is changed)              | <input type="text"/>         |          |

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### III. Registering a Nonconnected Committee

#### A. \$1,000 Registration Threshold (11 CFR 100.5(a))

**All types of nonconnected PACs** must register with the FEC once committee has raised or spent more than \$1,000 in a calendar year in connection with federal elections.

## Committee Registration

|  |                              |
|--|------------------------------|
| FEC<br>FORM 1  | STATEMENT OF<br>ORGANIZATION |
| 1. NAME OF<br>COMMITTEE (in full) <input type="checkbox"/> 12F54M5 |                              |
| <input type="checkbox"/> (Check if address<br>is changed)          |                              |

**Name of Committee**

- Unauthorized committees cannot use candidate's name



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### B. Use FEC Form 1 to Register

All types of nonconnected committees must file Statement of Organization (FEC Form 1), checking **box (f)** to indicate the type of committee on Line 5, **within 10 days** of triggering registration by raising or spending more than \$1,000. 11 CFR 102.1(d) and 102.2.

#### 1. Name of Committee

##### a) Use of Candidate's Name Not Permitted.

FEC regulations prohibit the use of a candidate's name by an unauthorized committee in the name of the committee that is registered with the Commission. 11 CFR 102.14(a).

##### b) The committee **may** use the name of a candidate in the title of a special project name or other communication if the title clearly shows opposition to the named candidate. 11 CFR 102.14(b)(3).

##### c) AO 2015-04 (Collective Actions PAC)

Commission determined that an unauthorized committee's could not use candidate's name in the unauthorized committee's name, including the titles of its projects (such as online activities).

##### d) Litigation underway regarding these regulations and AO 2015-04:

- *Pursuing America's Greatness v. FEC*, No. 1:15-cv-1217 (D.D.C. filed July 27, 2015)
- *Stop Hillary PAC, et al. v. FEC*, No. 1:15-cv-01208 (E.D. VA filed September 22, 2015)

# 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 \_\_\_\_\_ Hours \_\_\_\_\_ Secretary \_\_\_\_\_ President \_\_\_\_\_ State \_\_\_\_\_

**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.

(f)  This committee supports/opposes more than one Federal candidate, and is NOT a separate segregated fund or party committee. (i.e., nonconnected committee)

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

In addition, this committee is a Leadership PAC. (Identify sponsor on line 6.)

In addition, this committee is a Leadership PAC. (Identify sponsor on line 6.)

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## 2. Basic Information Disclosed on Form 1

- Mailing address
- URL if committee maintains a website
- Committees that file electronically must include their email address. Others are encouraged to do so. 11 CFR 102.2(a)(1)(vi).
- Type of committee (choose box (f))

## 3. Amendments

Amend Statement of Organization (and other filings) when necessary within 10 days of change. 11 CFR 102.2(a)(2).

## Super PAC Registration

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Committee Name:

If registered, FEC ID:

Today's Date:

This committee intends to make independent expenditures, and consistent with the U.S. Court of Appeals for the District of Columbia Circuit decision in *SpeechNow v. FEC*, it therefore intends to raise funds in unlimited amounts. This committee will not use those funds to make contributions, whether direct, in-kind, or via coordinated communications, to federal candidates or committees.

Respectfully submitted,  

Treasurer's signature

Treasurer's Name:  
, Treasurer

- 4. Additional Letter for Super PACs ONLY**  
Committee must file notification letter (available at [http://www.fec.gov/pdf/forms/ie\\_only\\_letter.pdf](http://www.fec.gov/pdf/forms/ie_only_letter.pdf)) along with FEC Form 1 at the time of registration, to inform Commission of its intent to be a Super PAC and to state that it will not use the funds in its account for making contributions to federal candidates or committees. (See footnote 1, AO 2010-09 (Club for Growth).)

## Hybrid PAC Registration

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Committee Name:

If registered, FEC ID:

Today's Date:

Consistent with the stipulated judgment in *Carey v. FEC*, this committee intends to establish a separate bank account to deposit and withdraw funds raised in unlimited amounts from individuals, corporations, labor organizations, and/or other political committees. The funds maintained in this separate account will not be used to make contributions, whether direct, in-kind, or via coordinated communications, or coordinated expenditures, to federal candidates or committees.

Treasurer's Signature:

Treasurer's Name:  . Treasurer

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### 5. Additional Letter for Hybrid PACs ONLY

Until Commission adopts formal rules, nonconnected committees that establish a separate Non-Contribution Account consistent with stipulated judgment in *Carey* should notify Commission of their intent to do so.

- Registered traditional nonconnected committees that wish to establish a separate non-contribution account to become a Hybrid PAC should notify the FEC by letter (available online at [http://www.fec.gov/pdf/forms/noncontribution\\_letter.pdf](http://www.fec.gov/pdf/forms/noncontribution_letter.pdf)) or electronic submission (Form 99) with wording shown above.
- Newly registering committees should include the notification letter with their Form 1 (Statement of Organization) at the time of registration.
- See *Reporting Guidance for Political Committees That Maintain a Non-contribution Account* at <http://www.fec.gov/press/Press2011/20111006postcarey.shtml>.

# 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 \_\_\_\_\_ Hours \_\_\_\_\_ Goals \_\_\_\_\_ President \_\_\_\_\_ State \_\_\_\_\_

**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.

(f)  This committee supports/opposes more than one Federal candidate, and is NOT a separate segregated fund or party committee. (i.e., nonconnected committee.)

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

In addition, this committee is a Leadership PAC. (Identify sponsor on line 6.)

In addition, this committee is a Leadership PAC. (Identify sponsor on line 6.)

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## 6. Additional requirements for Lobbyist/Registrant PACs ONLY (11 CFR 104.22(c))

Check applicable box if the PAC is:

- a) Disclosed as being established or controlled by a lobbyist/registrant on a report filed with the Clerk of the House or Secretary of the Senate; or
- OR
- b) If unable to ascertain whether (a) applies, meets one of these two criteria:
    - Lobbyist/registrant had primary role in establishment of political committee; or
    - Lobbyist/registrant directs the governance or operations of committee (either formally or informally)
- 11 CFR 104.22(a)(4).

(More information in Part Two to come.)

## 7. Additional requirements for Leadership PACs ONLY (11 CFR 100.5(e)(6))

Check applicable box if the PAC is directly or indirectly established, financed, maintained or controlled by federal candidate/officeholder (more later in this section).

## Committee Registration

- **No Connected Organization**

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

**Nonconnected PACs pay their own administrative expenses**

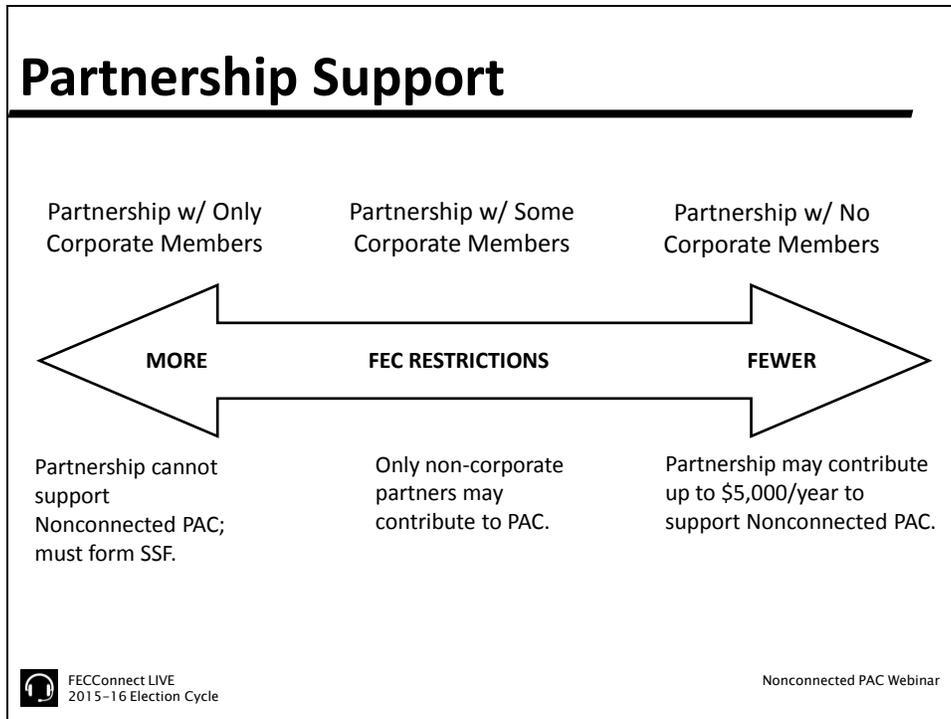
\_\_\_\_\_

CITY STATE ZIP CODE

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

#### IV. Other Registration and Organization Issues: No Connected Organization

- A. **Basic Principle: All types of Nonconnected Committees pay for their own administrative expenses using funds raised for the committee.**
1. **Why?** No “connected organization” – i.e., they do not have a sponsoring organization that is incorporated or a labor organization.
  2. **In cases where there is a federal and nonfederal PAC, administrative expenses may be allocated between the accounts (more later on this).**



### B. Special Rules for Partnership PACs

1. **Partnership without Corporate Partners (11 CFR 110.1(d) and (e); AO 1982-63)**
  - a) Partnership may sponsor a nonconnected committee (or PAC).
  - b) Partnership support of PAC is limited to \$5,000 a year, according to the contribution limits.
2. **Partnership with Corporate Partners**
  - a) Partnership composed entirely of corporate members may not establish political committee unless the partnership is affiliated with one of the corporate partners (for example, when a joint venture partnership is affiliated with one of its corporate owners). In that case it may establish a corporate PAC (separate segregated fund). AO 2003-28.
  - b) Corporate PAC would follow completely different rules for establishing PAC and soliciting contributions for the PAC. See *Campaign Guide For Corporations and Labor Organizations* and 11 CFR Part 114. See also AOs 2008-05 and 2004-42.

V. Other Registration and Organization Issues: Affiliation

## Committee Registration

- List Any Affiliated Committees

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

\_\_\_\_\_

\_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ CITY STATE ZIP CODE

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

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## Affiliated Committees

- Committees established, financed, maintained or controlled by same entity
- Generally treated as one committee for purposes of the federal campaign finance laws:
  - Share limits on contributions made and received

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- A. 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) Nonconnected PACs established, financed, maintained, or controlled by same entity or group of persons.
    - b) A partnership PAC might be considered affiliated with another PAC if the partnership and the entity sponsoring the other PAC are commonly owned or financed.
    - c) **Exception:** Leadership PACs (discussed below)
  - 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.

## Definition: Leadership PAC

Nonconnected PAC directly/indirectly controlled by federal candidate or officeholder, but is:

- ✗ NOT an authorized committee;
- ✗ NOT affiliated with an authorized committee;  
and
- ✗ NOT a party committee.

4. **Application to Leadership PACs (See 11 CFR 100.5(e)(6) and 104.22)**
  - a) **Definition of Leadership PAC:**

A federal PAC that is directly or indirectly established, financed, maintained or controlled by federal candidate/officeholder but is:

    - Not an authorized committee;
    - Not affiliated with an authorized committee; and
    - Not a political party committee.

11 CFR 100.5(e)(6) and (g)(5).
  - b) Check applicable box if the PAC is a federal PAC that is directly or indirectly established, financed, maintained or controlled by federal candidate/officeholder.
  - c) Identify the federal candidate/officeholder.

## Committee Registration

- List Leadership PAC Sponsor

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

Jane Doe

Mailing Address 123 Main Street

Anytown ST 00000

CITY STATE ZIP CODE

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

**NOT AFFILIATED**



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5. **Leadership PACs are not affiliated with Authorized Committees**  
Although a Leadership PAC technically has a “sponsor” that must be listed on Form 1, by definition it is not affiliated with the authorized committee of its sponsoring official or candidate. 11 CFR 100.5(e)(6).

**VI. Other Registration and Organization Issues: Treasurer**

## Committee Registration

- **List PAC Treasurer**

8. 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 ▼ \_\_\_\_\_ STATE ▲ ZIP CODE ▲ \_\_\_\_\_  
Full Name of Designated Agent \_\_\_\_\_  
Working Address \_\_\_\_\_  
Title or Position ▼ \_\_\_\_\_ CITY ▲ STATE ▲ ZIP CODE ▲ \_\_\_\_\_  
Telephone number \_\_\_\_\_

**FEC Recommended:  
Assistant Treasurer**

**A. Treasurer Required; Assistant Treasurer Strongly Recommended**  
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

**B. Duties:**

1. Depositing receipts.
2. Authorizing all expenditures.
3. Monitoring contributions.
4. Keeping all required records.
5. Signing reports.
6. Filing accurate reports on time.
7. See 11 CFR 102.9 and 104.14.

## 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

**C. Treasurer Responsible for Compliance**

1. Usually named in enforcement actions.
2. Policy statement on when treasurer may be found personally liable (online at <http://www.fec.gov/law/policy/2004/notice2004-20.pdf>)
3. Embezzlement policy (online at <http://www.fec.gov/law/policy/embezzlepolicy.pdf>)
  - a) **Resources for Treasurers:**  
<http://www.fec.gov/info/TipsforTreasurers.shtml> - RSS feed, weekly email, links to relevant publications and reporting and best practices information
  - b) **Record:**  
<http://www.fec.gov/pages/fecrecord/fecrecord.shtml> - News articles on the latest Commission developments in reporting, outreach, litigation and advisory opinions

## 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 if from individual

## VII. Other Registration and Organization Issues: Recordkeeping and Best Efforts (11 CFR 102.8 and 102.9)

### A. Recordkeeping for Receipts

#### 1. Required Information:

- a) For any amount, need date received and amount.
- b) Over \$50, name and address of contributor/payor.
- c) Over \$200, above plus occupation and employer.

## 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

### **B. Best Efforts (11 CFR 104.7)**

1. Required to make “best efforts” to obtain, maintain and report required information.
2. To show “best efforts,” committee must:
  - a) Request information in solicitation materials, along with applicable disclaimer informing contributors that information is required under federal law;
  - b) 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
  - c) Amend reports to disclose information received but not previously disclosed (or include information in memo reports on the next report filed).

## 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

### C. Recordkeeping For Disbursements

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

### D. Record Retention

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

## FILING REPORTS

### I. Where to File: FEC

## Where to File

---

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



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### II. Filing Schedule (11 CFR 104.5(c))

#### A. During Non-election Year (odd-numbered year)

##### 1. PACs File Semi-Annually or Monthly

- a) Semi-annual filers must file reports due July 31 and January 31.
- b) Monthly filers must file report on 20<sup>th</sup> of each month.

## 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*

## 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 |

## 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 <sup>st</sup> day of period to 11/28; Due 12/8/16  |
| Year-End          | Covers 11/29 - 12/31/16; Due 1/31/17   |

### B. During Election Year (even-numbered year)

#### 1. PACs File Quarterly or Monthly

##### a) Quarterly report filers:

- Quarterly reports due April 15, July 15 and October 15 and January 31;
- Post-General due December 8 (mandatory)
- Pre-Primary and Pre-General triggered by activity during coverage period.

## 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   |
| <b>TRIGGERED BY ACTIVITY</b> |  |
| Pre-General                  | 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 <sup>st</sup> 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          |
| 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 |



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- b) Monthly filers must file report on 20<sup>th</sup> of each month, except Pre-General and Post-General in lieu of November and December monthly reports.

## 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 |

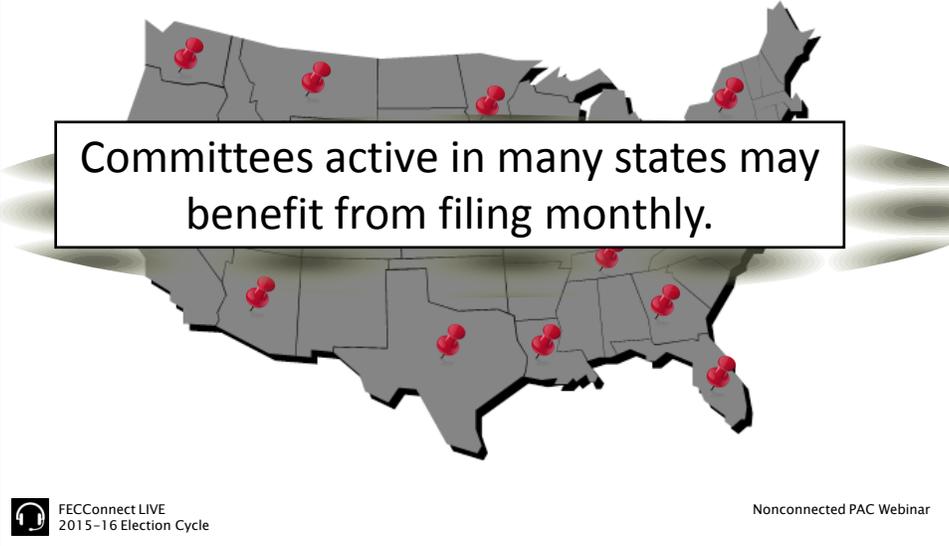
**NO PRE-PRIMARY REPORTS  
BOTH ARE MANDATORY**



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## Choosing a Filing Schedule



Committees active in many 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

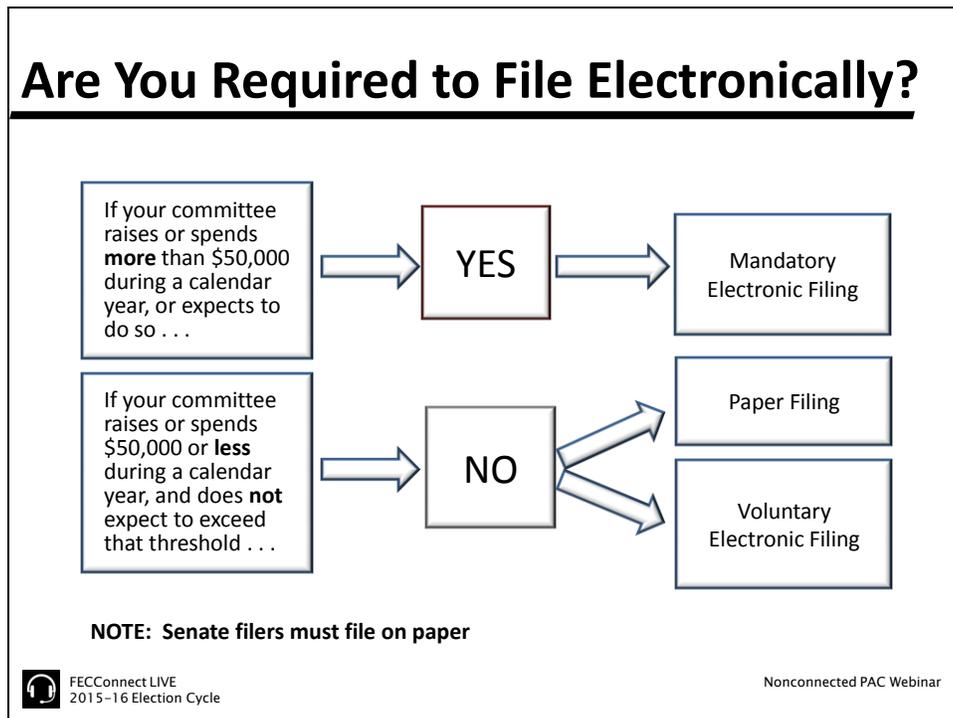


### C. Changing Filing Schedule

#### 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 semi-annual filing PAC in 2015 automatically will file quarterly in 2016.** No need to notify FEC (unless switching to monthly).

### III. Electronic Filing



#### A. Mandatory for:

PACs (including all types of nonconnected PACs), House Campaigns and Party Committees that raise or spend more than \$50,000 in calendar year or have reason to expect to do so.

## Electronic Filing



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### **B. Voluntary for All Other Filers**

### **C. Password Required**

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

#### **1. Who Can Get a Password?**

Only the treasurer and assistant treasurer(s) listed on the committee's Form 1 can get a password. Assistant treasurer's password request must be signed by both assistant and treasurer.

#### **2. How Do You Get a Password?**

- a) Most committees may obtain or change their password online at <http://www.fec.gov/electfil/passwords.shtml>
- b) Existing committees that have not previously used the online system should contact the Electronic Filing Office for assistance at 202-694-1307.

#### **3. 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).

#### **4. For more information: <http://www.fec.gov/electfil/electron.shtml>.**

## Other Filing Considerations

---

- ▣ 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.)

## Objectives

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- ▣ Identify types of Nonconnected PACs and review basic characteristics and organization
  
- ▣ **Discuss fundraising rules**
  
- ▣ Describe methods of supporting federal candidates
  
- ▣ Highlight key rules on travel and lobbyist bundling

## CONTRIBUTIONS AND FUNDRAISING

### I. Contribution Limits

#### A. To Federal PAC

A contributor may give up to \$5,000 per calendar year to a traditional federal nonconnected PAC (including leadership PACs, partnership PACs and the federal account of a hybrid PAC).

## Limits to PACs

| 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<br>\$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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# Limits from PACs

| 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               |   |
| <b>PAC: Multicandidate</b>              | <b>\$5,000</b>                                 | <b>\$5,000</b>                      | <b>\$5,000 (combined)</b>                        | <b>\$15,000</b>                   | <b>\$45,000</b>                                       |
| <b>PAC: Nonmulticandidate</b>           | <b>\$2,700</b>                                 | <b>\$5,000</b>                      | <b>\$10,000 (combined)</b>                       | <b>\$33,400</b>                   | <b>\$100,200</b>                                      |
| National Party Committee                | \$5,000 – House<br>\$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               |   |



**B. From PACs (more in Part 2)**

1. \$5,000 per election, per candidate if multicandidate
2. \$2,700 per election, per candidate if not qualified as multicandidate
3. No contributions from Super PACs or non-contribution accounts of hybrid PACs

## Contribution Limits

---

Limits do not apply to Super PACs or  
Hybrid PACs' noncontribution account

- C. Application to Super PACs AND Non-Contribution Accounts**
1. Contributions TO Super PACs and non-Contribution accounts – Unlimited
  2. Contributions BY Super PAC or non-contribution accounts – Not permitted

## Prohibited Sources

- ❑ Corporations and Unions

Corporate/Labor ban does not apply to Super PACs or Hybrid PACs' noncontribution accounts

- ❑ Federal Government Contractors

- ❑ Foreign Nationals

- ❑ Contributions in Name of Another

## II. 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 most cases, advance payment.
  4. **This ban does not apply to contributions made to super PACs or non-contribution accounts of hybrid PACs. See: Note to 11 CFR 114.10(a).**
- B. Federal Government Contractors (11 CFR Part 115)**  
Employees may use personal funds to make contributions.
- C. Foreign Nationals (11 CFR 110.20)**
  1. **Ban does not apply to permanent resident aliens (green card holders).**
  2. **Individuals who are foreign nationals may:**
    - a) Volunteer for political committees. AO 2014-20, 2007-26 and 2004-26.

- b) Attend campaign fundraising events. AO 2004-26.
- c) They may not, however, participate in decision-making regarding election activities for a political committee. AOs 2004-32 and 2004-26.

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

**E. Certain Prohibitions Apply to All Elections (11 CFR 114.2(a))**

- 1. Foreign nationals
- 2. National banks
- 3. Federally chartered corporations

**III. Fundraising by Federal Officeholders and Candidates for PACs (11 CFR 300.61)**

## Fundraising Restrictions

### Prohibited Activity

Generally, federal candidates and officeholders -- and entities they directly or indirectly establish or control -- cannot solicit, receive, direct, transfer, spend or disburse funds outside federal limits and prohibitions.

**A. For Federal Elections**

Federal candidates and officeholders—and **entities they directly or indirectly establish or control (i.e., Leadership PACs)**—may solicit, receive, direct, transfer, spend or disburse only federal funds in connection with a federal election or Federal Election Activity (FEA).

**B. For Nonfederal Elections**

Federal candidates, officeholders (and their leadership PACs) may solicit, receive, direct, transfer, spend or disburse **only** federal funds for elections other than federal elections.

**C. Application to Super PACs and Non-Contribution Accounts:**

1. Restrictions
  - a) Federal candidates, officeholders and national party officers may solicit only those contributions that are subject to the Act's amount limitations and source prohibitions when they solicit contributions on behalf of Super PACs and non-contribution accounts.
  - b) Moreover, federal candidates, officeholders and officers of national party committees are limited to soliciting funds up to \$5,000 for Super PACs from individuals and other sources not barred from making contributions. See AO 2011-12.
2. Agents of candidates may solicit nonfederal funds for Super PACs, provided that the individuals act in their own capacities and "exclusively on behalf of" the other organizations when fundraising for them, "not on the authority of" the candidate, and raise funds on behalf of the candidate and the other organizations "at different times." See AO 2015-09, question 11.

**V. Handling Questionable Contributions to Federal PAC Accounts (11 CFR 103.3)**

## Questionable Contributions

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**POSSIBLE FOREIGN NATIONAL**

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## Questionable Contributions

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

### A. Procedures:

1. **Deposit While Checking Permissibility**  
If unsure whether contribution is from a permissible source, PAC may deposit it while confirming permissibility.
2. **Refund After 30 Days If Unable to Verify Legality**  
Within 30 days of receipt, must refund if unable to determine if contribution is permissible.
3. Example: If determining if individual/entity is a foreign national, seek and obtain copies of valid U.S. Passport papers.

## VI. Elements of a Solicitation for Funds

# Nonconnected PAC Solicitation

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Dear Mike and Ike,

Please help us elect candy-loving candidates to Congress contributing to our PAC.

As you may know, Candy PAC may accept individual contributions up to \$5,000 per year, but cannot accept corporate or union funds.

Note that federal law requires us to ask for name, address, occupation and employer for any contributor who gives more than \$200 in the calendar year.

Best,  
*Mr. Goodbar*  
Executive Director

Paid for by the Citizens Who Love Candy PAC and not authorized by any candidate or candidate's committee. [www.CandyPAC.com](http://www.CandyPAC.com)

← PAC's Purpose

← Basic Rules

← Best Efforts

← Disclaimer

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### A. Statements to Include in Solicitation for Nonconnected PAC:

Note that while wording may vary, all of these elements should be present in any solicitation by any type of nonconnected committee.

#### 1. PAC's Purpose

Include a statement that indicates that the contribution will be used in a federal election. This is required when the contribution is solicited for the contribution to be deposited into a federal account. 11 CFR 102.5.

#### 2. Helpful: Statement of Contribution Limits and Prohibitions

#### 3. Strongly Recommended: Best Efforts Statement:

- a) Required to make "best efforts" to obtain, maintain and report required information.
- b) Keep written documentation of follow-up request (with no additional solicitation made). 11 CFR 104.7.

#### 4. Required Disclaimer for PAC Solicitations

- a) Must disclose the full name and permanent street address, telephone number or website address of the person who paid for the communication, and also state that the communication was not approved by any candidate. 11 CFR 110.11(b)(3).
- b) Sample wording of disclaimer: "Paid for by Citizens Who Love Candy PAC and not authorized by any candidate or candidate's committee. [www.CandyPAC.com](http://www.CandyPAC.com)."

## Super PAC Solicitation



Dear Mike and Ike,

Please help us elect candy-loving candidates to Congress by giving to our new Super PAC.

As a Super PAC, we may accept unlimited contributions, including contributions from corporations and labor unions.

Note that federal law requires us to ask for name, address, occupation and employer for any contributor who gives more than \$200 in the calendar year.

Best,

*Mr. Goodbar*

**Executive Director**

Paid for by the Citizens Who Love Candy PAC and not authorized by any candidate or committee. [www.CandyPAC.com](http://www.CandyPAC.com)

← PAC's Purpose

← Basic Rules

← Best Efforts

← Disclaimer



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## Hybrid PAC Solicitation



Dear Mike and Ike,

Please help us elect candy-loving candidates to Congress by giving to our new Hybrid PAC.

We collect contributions subject to FEC limits and prohibitions and also collect unlimited contributions--including funds from corporations and labor unions—to finance independent expenditures.

Note that federal law requires us to ask for name, address, occupation and employer for any contributor who gives more than \$200 in the calendar year.

Best,

*Mr. Goodbar*

**Executive Director**

Paid for by the Citizens Who Love Candy PAC and not authorized by any candidate or committee.  
Visit us at [www.CandyPAC.com](http://www.CandyPAC.com)



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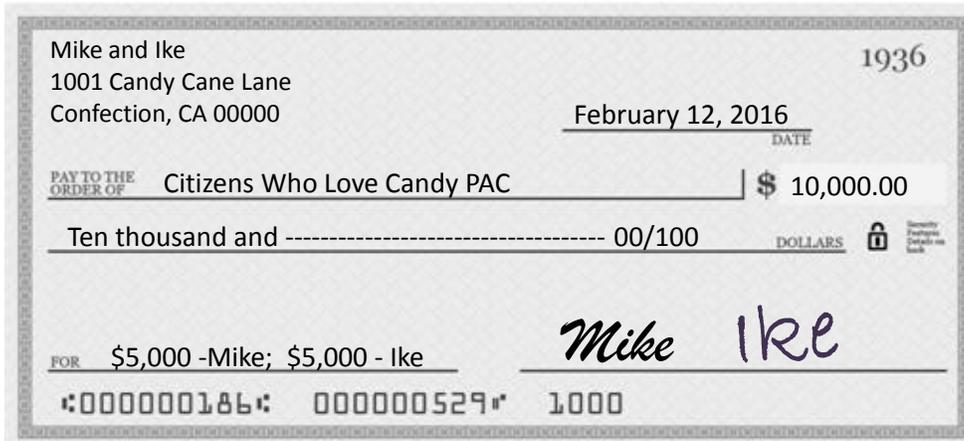
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## Reporting Scenario #1

### Itemizing Contributions Received

- What type of transaction is this?
- How must the committee disclose the transaction?
- What information from the scenario do we need to disclose this correctly?
- Tricky Issues?

## Reporting Receipts



Mike and Ike  
1001 Candy Cane Lane  
Confection, CA 00000

1936

February 12, 2016  
DATE

PAY TO THE ORDER OF Citizens Who Love Candy PAC \$ 10,000.00

Ten thousand and ----- 00/100 DOLLARS

FOR \$5,000 -Mike; \$5,000 - Ike *Mike Ike*

⑆000000186⑆ 000000529⑆ 1000

## **Reporting Scenario #1A: Itemizing Individual Contributions Received**

Candy Bar manufacturers and partners Mike and Ike have made a \$10,000 contribution on February 12, 2016 to the Citizens Who Love Candy PAC, a federal nonconnected PAC that makes contributions to federal candidates. The PAC received their check on February 14. They used their personal joint account for this contribution, but were careful to both sign the check and note how much to attribute to each partner.

How must this contribution be reported by the PAC? (Assume that the PAC files on a monthly basis and that neither Mike nor Ike have contributed to the PAC in 2016 before.)

- 1. What type of transaction is this?**
- 2. How must the committee disclose the transaction(s)?**
- 3. What information from the scenario do we need to disclose this correctly?**

**Answers: Reporting Scenario #1A: Itemizing Individual Contributions Received**

**1. What type of transaction is this?**

**Answer:** Mike and Ike have each made a \$5,000 contribution to the PAC.

**2. How must the committee disclose the transaction(s)?**

**Answer:** Since the PAC has now received aggregate contributions from Mike and Ike that exceed \$200 in the calendar year, it must disclose each contribution by itemizing it on their March Monthly report on Schedule A, Line 11a(i), along with each contributor’s aggregate year-to-date total (\$5,000) and contributor information.

# Reporting Receipts

| SCHEDULE A (FEC Form 3X)<br>ITEMIZED RECEIPTS  |                    | Use separate schedule(s)<br>for each category of the<br>Detailed Summary Page | FOR LINE NUMBER:<br>(check only one)                  | PAGE                         | OF                           |
|--|--------------------|---|---|------------------------------|------------------------------|
|  |                    |   | <input checked="" type="checkbox"/> 11a               | <input type="checkbox"/> 11b | <input type="checkbox"/> 11c |
|  |                    |   | <input type="checkbox"/> 13                           | <input type="checkbox"/> 14  | <input type="checkbox"/> 15  |
|  |                    |   | <input type="checkbox"/> 16                           | <input type="checkbox"/> 17  |                              |
| Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee. |                    |   |   |                              |                              |
| NAME OF COMMITTEE (In Full)<br><b>Citizens Who Love Candy PAC</b>  |                    |   |   |                              |                              |
| A. Full Name (Last, First, Middle Initial)<br><b>Mike</b>  |                    |   | Date of Receipt<br><b>02 / 14 / 2016</b>              |                              |                              |
| Mailing Address<br><b>1001 Candy Cane Lane</b>   |                    |   | Amount of Each Receipt this Period<br><b>5,000.00</b> |                              |                              |
| City<br><b>Confection</b>  | State<br><b>CA</b> | Zip Code<br><b>00000</b>  |   |                              |                              |
| FEC ID number of contributing federal political committee.<br><b>C</b>   |                    |   |   |                              |                              |
| Name of Employer<br><b>Mike &amp; Ike, Inc.</b>  |                    | Occupation<br><b>Candy Maker</b>  |   |                              |                              |
| Receipt For:<br><input type="checkbox"/> Primary <input type="checkbox"/> General<br><input type="checkbox"/> Other (specify) ▼  |                    | Aggregate Year-to-Date ▼<br><b>5,000.00</b>                                   |   |                              |                              |
| B. Full Name (Last, First, Middle Initial)<br><b>Ike</b>   |                    |   | Date of Receipt<br><b>02 / 14 / 2016</b>              |                              |                              |
| Mailing Address<br><b>1001 Candy Cane Lane</b>   |                    |   | Amount of Each Receipt this Period<br><b>5,000.00</b> |                              |                              |
| City<br><b>Confection</b>  | State<br><b>CA</b> | Zip Code<br><b>00000</b>  |   |                              |                              |
| FEC ID number of contributing federal political committee.<br><b>C</b>   |                    |   |   |                              |                              |
| Name of Employer<br><b>Mike &amp; Ike, Inc.</b>  |                    | Occupation<br><b>Candy Maker</b>  |   |                              |                              |
| Receipt For:<br><input type="checkbox"/> Primary <input type="checkbox"/> General<br><input type="checkbox"/> Other (specify) ▼  |                    | Aggregate Year-to-Date ▼<br><b>5,000.00</b>                                   |   |                              |                              |



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**3. What information from the scenario do we need to disclose this correctly?**

**Answer:** Remember, for contributions greater than \$50, a committee must obtain the identity of the contributor and the date the contribution was received. The committee must also use “best efforts” to obtain, maintain and report the name of employer and occupation since their aggregate year-to-date contributions total to the PAC is greater than \$200 each in the calendar year.

**Points to Remember:**

- Itemize contributions from an individual or other person/entity on Schedule A, Line 11(a)(i), once aggregate calendar year to date received exceeds \$200.
- **Required Information in Itemizing Receipts:**
  - Full name and address of contributor or source
  - Occupation/employer – if contributor is an individual
  - Date of receipt
  - Amount
  - Aggregate year-to-date total of all receipts from the same source.
  - Optional, but encouraged: Committee ID# where applicable
- Date reported is the date of receipt, not the date of deposit, or the date on the check.
- Don't fill in election information on Schedule A for individual contributions.

## Reporting Scenario #1B: Contributions Received by Non-Contribution Account

Besides maintaining a federal account, as a hybrid PAC, the Citizens Who Love Candy PAC also maintains a non-contribution account for making independent expenditures. Using their corporate account, Mike and Ike issued a check to the PAC's non-contribution account as well on February 12, for \$50,000.00, which the PAC received on February 14.

# Reporting Receipts

Mike and Ike, Inc.  
3 Musketeer Street  
Confection, CA 00000

1936

February 12, 2016  
DATE

PAY TO THE ORDER OF Citizens Who Love Candy PAC \$ 50,000.00

Fifty thousand and ----- 00/100 DOLLARS

FOR Hybrid PAC Contribution *Joy Almond*

⑆000000186⑆ 000000529⑆ 1000

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1. What type of transaction is this?

2. How must the committee disclose the transaction(s)?

3. What information from the scenario do we need to disclose this correctly?

**Answers – Reporting Scenario 1B: Contributions Received by Non-Contribution Account**

**1. What type of transaction is this?**

**Answer:** This is a contribution to the PAC’s Non-Contribution Account from Mike and Ike, Inc. While the PAC **must** maintain non-contribution funds in a separate bank account, all contributions/expenditures from the non-contribution account must be reported on the PAC’s usual FEC report. While contributions to the PAC’s contribution account are limited to \$5,000 per calendar year from an individual, contributions to the Non-Contribution Account are not subject to a dollar limit (but still cannot be accepted from foreign nationals). Even though Mike and Ike, Inc. could NOT make a contribution to the PAC’s federal account, corporate contributions are permissible to the Non-Contribution Account.

**2. How must the committee disclose the transaction(s)?**

**Answer:** The PAC should report all contributions to its non-contribution account on **Schedule A, Line 17**, “Other Federal Receipts,” of Form 3X. When itemizing such contributions, electronic filers should identify the receipts by entering “Non-Contribution Account” in a memo text or in the description field. Paper filers should write “Non-Contribution Account” below the amount.

# Contribution to Hybrid/Super PAC

| SCHEDULE A (FEC Form 3X)<br>ITEMIZED RECEIPTS                           |  | FOR LINE NUMBER:<br>(check only one) | PAGE                         | OF                                     |
|---|--|--------------------------------------|------------------------------|--|
| Use separate schedule(s) for each category of the Detailed Summary Page |  | <input type="checkbox"/> 11a         | <input type="checkbox"/> 11b | <input type="checkbox"/> 11c           |
|   |  | <input type="checkbox"/> 12          | <input type="checkbox"/> 13  | <input type="checkbox"/> 14            |
|   |  | <input type="checkbox"/> 15          | <input type="checkbox"/> 16  | <input checked="" type="checkbox"/> 17 |

Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.

NAME OF COMMITTEE (In Full)  
**Citizens Who Love Candy PAC**

Full Name (Last, First, Middle Initial)  
A. **Mike & Ike, Inc.**

Mailing Address  
**3 Musketeer Street**

City **Confection** State **CA** Zip Code **00000**

FEC ID number of contributing federal political committee. **C**

Name of Employer \_\_\_\_\_ Occupation \_\_\_\_\_

Receipt For:  
 Primary  General  
 Other (specify) ▼

Aggregate Year-to-Date ▼  
**50,000.00**

Date of Receipt  
**02 / 14 / 2016**

Amount of Each Receipt this Period  
**50,000.00**

**Non-contribution Account**

**3. What information from the scenario do we need to disclose this correctly?**

**Answer:** As with any aggregated contributions to a federal PAC that exceed \$200 in a calendar year from the same source, we'll need the contributor's name and address. We will also need the date of receipt, the amount of the contribution, and the aggregate year-to-date total of all contributions that the contributor has made. In this instance, since the contributor is a corporation, we need not request an employer or occupation. However, in the case of individuals, once the aggregate year-to-date contributions exceed \$200, the PAC would need to use their best efforts to obtain and report the name, address, employer and occupation of the individual.

**Points to Remember:**

- Itemize contributions to the Non-Contribution Account on Line 17 (Other Federal Receipts)
- Be sure to note on the report each itemized contribution to the non-contribution account by indicating in the description field or by memo text, "Non-Contribution Account."
- Existing committees should notify the Commission of their intent to establish a non-contribution account by letter or electronic submission (Form 99).
- New committees should inform the Commission of their intent to establish a non-contribution account by notification letter when filing their initial Form 1 (Statement of Organization).
- Report all Independent Expenditures on Line 24 of Form 3X, but indicate "Non-Contribution Account" if IE is made from that account on the itemized entry on Schedule E.
- Administrative expenses paid from the committee's Non-Contribution Account should be disclosed on Line 29 (Other Disbursements) of Form 3X, NOT Line 21(b) (Operating Expenditures). Identify these disbursements by entering "Non-Contribution Account" on itemized entry on Schedule B.
- See reporting guidance for Hybrid PACs posted online at <http://www.fec.gov/press/Press2011/20111006postcarey.shtml>.

## Reporting Scenario #2

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### Reporting Ultimate Payees

- What type of transaction is this?
- How must the committee disclose the transaction?
- What information from the scenario do we need to disclose this correctly?
- Tricky Issues?

### **Reporting Scenario #2 – Reporting Ultimate Payees**

On April 20, Citizens who Love Candy PAC’s treasurer, Joy Almond, realizes that the office is low on supplies. She uses her personal funds to purchase \$750.00 worth of office supplies from the nearby Staples.

She is reimbursed by the PAC in full on April 30.

- 1. What type of transaction is this?**
- 2. How must the committee disclose the transaction(s)?**
- 3. What information from the scenario do we need to disclose this correctly?**

**Answers – Reporting Scenario #2: Reporting Ultimate Payees**

**1. What type of transaction is this?**

**Answer:** Joy’s initial purchase is an advance of personal funds. When an individual who is not acting as a vendor advances personal funds to obtain goods or services that are used by a political committee, the committee must treat the individual’s payment as a contribution and as an outstanding debt until reimbursed. 11 CFR 116.5.

**2. How must the committee disclose the transaction(s)?**

**Answer:** In this case, Joy made her advance and was reimbursed in the same reporting period. Therefore, the reimbursement made to her is itemized on Schedule B for Line 21b (Other Federal Operating Expenses). Joy is listed as the payee, along with her mailing address, and the date, amount and purpose of the reimbursement.

Because her payments to the vendor aggregated more than \$200 in a calendar year, the PAC must also include a memo entry that includes the name and address of the vendor, as well as the date, amount and purpose of the repayment.

# Identifying Ultimate Payee

Made and Reimbursed in Same Period

| SCHEDULE B (FEC Form 3X)<br>ITEMIZED DISBURSEMENTS  |  | Use separate schedule(s) for each category of the Detailed Summary Page | FOR LINE NUMBER: (check only one)  | PAGE OF   |  |
|---|--|---|--|---|--|
|   |  |   | <input checked="" type="checkbox"/> 21b<br><input type="checkbox"/> 27   | <input type="checkbox"/> 22<br><input type="checkbox"/> 23a<br><input type="checkbox"/> 23b<br><input type="checkbox"/> 24<br><input type="checkbox"/> 25<br><input type="checkbox"/> 26<br><input type="checkbox"/> 28c<br><input type="checkbox"/> 29<br><input type="checkbox"/> 30b |  |
| <small>Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.</small> |  |   |  |   |  |
| NAME OF COMMITTEE (In Full)<br><b>Citizens Who Love Candy PAC</b>   |  |   |  |   |  |
| Full Name (Last, First, Middle Initial)   |  |   |  |   |  |
| A. <b>Almond, Joy</b>   |  |   | Date of Disbursement   |   |  |
| Mailing Address<br><b>460 E. 32<sup>nd</sup> Street</b>   |  |   | <b>04 / 30 / 2016</b>  |   |  |
| City<br><b>New York NY 10024</b>  |  |   |  |   |  |
| Purpose of Disbursement<br><b>Reimbursement for office supplies</b>   |  |   | Amount of Each Disbursement this Period  |   |  |
| Candidate Name  |  |   | <b>750.00</b>  |   |  |
| Office Sought: <input type="checkbox"/> House <input type="checkbox"/> Senate <input type="checkbox"/> President  |  |   | Disbursement For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify) ▼ |   |  |
| State: District:  |  |   |  |   |  |
| Full Name (Last, First, Middle Initial)   |  |   |  |   |  |
| B. <b>Staples</b>   |  |   | Date of Disbursement   |   |  |
| Mailing Address<br><b>900 W. 79<sup>th</sup> Street</b>   |  |   | <b>04 / 20 / 2016</b>  |   |  |
| City<br><b>New York NY 10024</b>  |  |   |  |   |  |
| Purpose of Disbursement<br><b>Office supplies</b>   |  |   | Amount of Each Disbursement this Period  |   |  |
| Candidate Name  |  |   | <b>750.00</b>  |   |  |
| Office Sought: <input type="checkbox"/> House <input type="checkbox"/> Senate <input type="checkbox"/> President  |  |   | Disbursement For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify) ▼ |   |  |
| State: District:  |  |   |  |   |  |
|   |  |   | <b>MEMO</b>  |   |  |

**3. What information from the scenario do we need to disclose this correctly?**

**Answer:** To itemize ultimate payees, the PAC needs not only Joy's name and address, but also the date she made the initial payment to the vendor, as well as the vendor's name and address. The specific purpose of the disbursement must be listed and must meet the qualifications to be considered an "adequate" purpose.

**Points to Remember:**

- Disbursements are itemized when payments made to a specific payee aggregate more than \$200 in a calendar year.
- In these two situations, the political committee must provide additional information about a vendor who was the ultimate payee:
  - The committee reimburses an individual who used personal funds to pay committee expenses aggregating more than \$200 to a single vendor;
  - The committee's payment of its credit card bill includes charges of more than \$200 to a single vendor.
- See the Notice of Interpretive Rule at 78 FR 40625 (July 8, 2013) - online at: [http://www.fec.gov/law/cfr/ej\\_compilation/2013/notice2013-09.pdf](http://www.fec.gov/law/cfr/ej_compilation/2013/notice2013-09.pdf) and <http://www.fec.gov/pages/fecrecord/2013/august/ultimatepayeeinterpretiverule.shtml> for more information on reporting ultimate payees.

## SHARED SOLICITATIONS/COSTS BETWEEN FEDERAL AND NONFEDERAL PACS

### I. Paying the Bills for Shared Costs (Federal/Nonfederal PACs)

#### A. Bills Paid in Two Ways:

1. **Some Items 100% Federal**
2. **Other Items May be Paid for Using Mix of Accounts**
3. **Background on Allocation Rules**
  - a) Guidelines on how nonconnected committees pay for certain allocable expenses.
  - b) Allocation rules don't apply to PACs that use only federal account to pay for everything.

#### B. Paying for Allocable Expenses

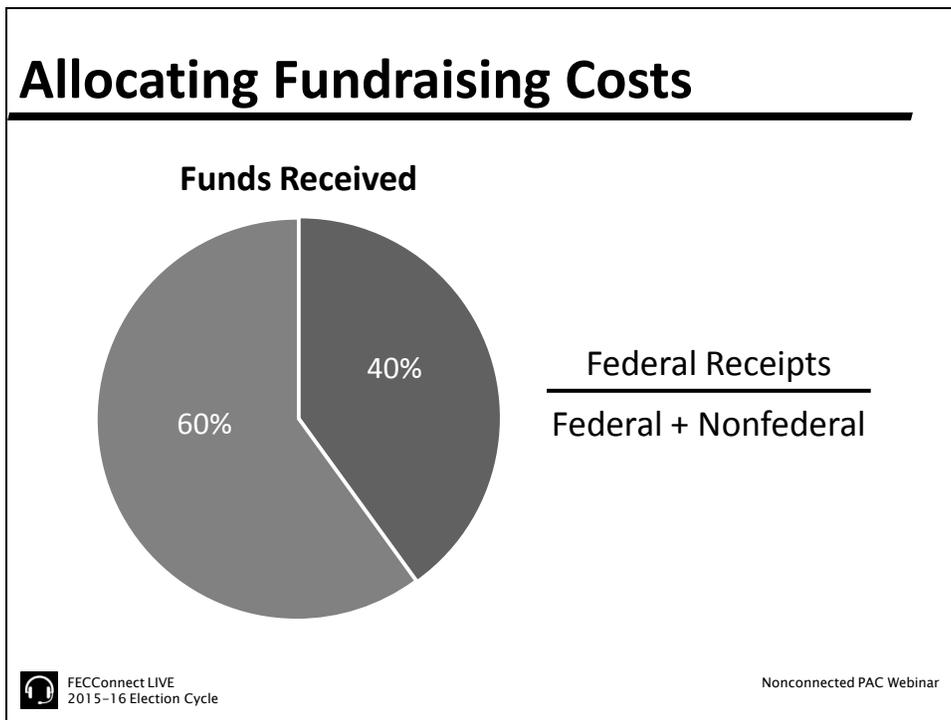
- If PAC maintains one account for federal and state activity, no allocation is required.
- If PAC maintains a federal and a state account, some activities must be allocated (i.e. fundraising expenses for both federal/state PACs).
- \*In light of *EMILY's List*, regulations governing allocation of administrative expenses, generic voter drives, and certain public communications have been removed. [75 FR 13223, 03/19/2010]. See page 72.

## Allocating Fundraising Costs

### Three-Step Process:

1. **Use Federal Account**
  - Pay total bill from federal account
2. **Determine Ratio**
  - Determine how much each account may pay
3. **Transfer Funds from Nonfederal Account**
  - Transfer to federal account to cover share of each allocated expense,  $\leq$  10 days before or 60 after payment to vendor

1. **Three-Step Process**
  - a) **Step 1: Use Federal Account**  
Pay total bill from federal account.
  - b) **Step 2: Determine Ratio**  
Use ratio set out in regulations to determine how much each account may pay for an allocable expense.
  - c) **Step 3: Transfer Funds from Nonfederal Account**  
Transfer to federal account to cover share of each allocated expense, no more than 10 days before or 60 after the payment to the vendor.
2. **Avoid Contribution/Loan**  
Any transfer from a nonfederal account that does not meet the requirements for timing is presumed to be a loan or contribution from nonfederal to federal account, in violation of the Act.
3. **May Pay More than Federal Share with Federal Account**  
PAC has the option to pay 100% of a shared activity, without reimbursement from the other accounts. 11 CFR 106.6(e).



- C. **Expenses That May Be Allocated/Applicable Ratios**
1. **Direct costs of fundraising events or programs**

**Method: Funds Received Ratio.**

Ratio:  $\frac{\text{fed receipts for program or event}}{\text{total receipts for program or event}}$

- a) Estimate ratio prior to event, based on reasonable prediction of revenue.
- b) Adjust ratio 60 days after event if actual proportion of funds received for federal vs. nonfederal accounts is different than anticipated; transfer funds between accounts (either way) to reflect adjusted ratio within 60 days after event.
- c) Further transfers from the federal to the nonfederal account may be necessary, should additional federal funds be received after the 60-day period.
- d) Transfers from nonfederal to federal no longer permissible after 60 days.

### **Reporting Scenario #3: Reporting Shared Fundraising Expenses, Including Ratio Adjustments**

#### **Task 1: Determining Ratio for Allocating Fundraising Expenses**

**Background:** At the beginning of each year, the Citizens Who Love Candy PAC holds a fundraiser called Sweeten the Pot. Last year, they raised \$200,000: \$60,000 for their federal account and \$140,000 for their nonfederal account. This year, the PAC hopes to raise the same amount of money for each account.

The fundraiser will be held on February 14, 2016. For reporting purposes, the party assigned the name “Sweeten the Pot” to the event.

- 1. What is the first thing we need to do? How do PACs allocate fundraising expenses between their federal and nonfederal accounts?**

**Answers - Reporting Scenario #3: Reporting Shared Fundraising Expenses, Including Ratio Adjustments**

**1. What is the first thing we need to do? How do PACs allocate fundraising expenses between their federal and nonfederal accounts?**

**Answer: Step 1: Determine and Report Ratio.**

PACs allocate the direct costs of each fundraising program or event in which the committee collects both federal and nonfederal funds. The costs are allocated according to the **funds received ratio**: the ratio of the federal funds received to total receipts for the fundraising event.

(In this case, 60,000 federal receipts ÷ \$200,000 total receipts = 30% federal.)

Show the calculation of the allocation formula, based on the funds received ratio (using this year’s estimates), and report the ratio on Schedule H2 (Allocation Ratios for Fundraising and Direct Candidate Support Activities). The ratio is 30% federal, 70% nonfederal.

# Reporting Payment Allocation

## Step 1: Disclose the Allocation Ratio

|   |  |   |  |
|---|--|---|--|
| <b>SCHEDULE H2 (FEC Form 3X)</b><br><b>ALLOCATION RATIOS</b>  |  | PAGE <b>1</b> OF <b>1</b>   |  |
| NAME OF COMMITTEE (In Full)<br><b>Citizens Who Love Candy PAC</b>   |  |   |  |
| <b>RATIOS FOR ALLOCABLE FUNDRAISING EVENTS AND DIRECT CANDIDATE SUPPORT ACTIVITIES APPEARING ON THIS REPORT.</b><br>Methods of allocation:<br>I. FUNDRAISING activities are allocated using the "funds received method" where the federal proportion of expenses must equal the federal proportion of monies raised.<br>II. Shared DIRECT CANDIDATE SUPPORT activities are allocated according to benefit expected to be derived, where the federal proportion of disbursements is based on the benefit derived by federal candidates from the activity. For PACs Only: Direct candidate support includes public communications or voter drives that refer to both federal and nonfederal candidates, regardless of whether there is a reference to a political party. Such expenses are allocated using a time/space method. |  |   |  |
| ACTIVITY OR EVENT IDENTIFIER<br><b>Sweeten the Pot</b><br>ACTIVITY IS:<br><input checked="" type="checkbox"/> Fundraising <input type="checkbox"/> Direct Candidate Support<br>CHECK IF THE RATIO IS:<br><input checked="" type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Same as Previously Reported  |  | FEDERAL %<br><div style="border: 1px solid black; padding: 2px; display: inline-block;">30.00</div> % | NONFEDERAL %<br><div style="border: 1px solid black; padding: 2px; display: inline-block;">70.00</div> % |

**Background:** To help organize the dinner, the PAC contracted with a consultant, Sweet Affairs, Ltd., for \$10,000. On January 21, 2016, they paid the consultant \$10,000. The nonfederal account transferred its share of the expenses on January 30.

2. **Since we have determined the ratio for this amount, which will allow us to determine each account's share of expenses, how do we actually disclose the payments to the consultant?**
  
3. **What do we have to do next?**
  
4. **We know each account's share, and have made the appropriate transfers to square our accounts. What else do we have to account for?**

2. Since we have determined the ratio for this amount, which will allow us to determine each account’s share of expenses, how do we actually disclose the payments to the consultant?

**Answer: Report Allocated Federal/Nonfederal Share.** Show on Schedule H4 the federal and nonfederal shares of the disbursement to the consultant, based on the allocation formula.

(30% federal share = \$3,000; 70% nonfederal share = \$7,000)

Remember, the entire amount is still paid out of the federal account, even though H4 discloses each account’s share.

# Reporting Payment Allocation

## Step 2: Disclose the Payment

| SCHEDULE H4 (FEC Form 3X)  |  | PAGE 1 OF 1  |  |
|--|--|--|--|
| DISBURSEMENTS FOR ALLOCATED FEDERAL/NONFEDERAL ACTIVITY                  |  | FOR LINE 21a OF FORM 3X  |  |
| NAME OF COMMITTEE (In Full)<br><b>Citizens Who Love Candy PAC</b>        |  |  |  |
| A. Full Name (Last, First, Middle Initial)<br><b>Sweet Affairs, Ltd.</b> |  | Allocated Activity or Event:<br><input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Fundraising <input type="checkbox"/> Exempt<br><input type="checkbox"/> Voter Drive <input type="checkbox"/> Direct Candidate Support<br><input type="checkbox"/> Public Comm (ref to party only) by PAC |  |
| Mailing Address<br><b>344 Peppermint Place</b>                           |  | Allocated Activity or Event Year-To-Date<br><b>10,000.00</b>   |  |
| City State Zip Code<br><b>Sweetspot, NJ 00000</b>                        |  | Date <b>01 / 21 / 2016</b>   |  |
| Purpose of Disbursement:<br><b>Fundraising event planning</b>            |  | Category/Type  |  |
| Activity or Event Identifier:<br><b>Sweeten the Pot</b>                  |  |  |  |
| FEDERAL SHARE +  |  | NONFEDERAL SHARE =   |  |
| <b>3,000.00</b>  |  | <b>7,000.00</b>  |  |
|  |  | TOTAL AMOUNT   |  |
|  |  | <b>10,000.00</b>   |  |

3. What do we have to do next?

**Answer: Report Transfer from Nonfederal Account.** Show the amount of the nonfederal transfer for its share of this fundraising expense on Schedule H3.

# Reporting Payment Allocation

## Step 3: Disclose the Transfer

| SCHEDULE H3 (FEC Form 3X)<br>TRANSFERS FROM NONFEDERAL ACCOUNTS FOR<br>ALLOCATED FEDERAL / NONFEDERAL ACTIVITY |  |   | PAGE <b>1</b> OF <b>1</b><br>FOR LINE 18a OF FORM 3X |
|--|--|---|--|
| NAME OF COMMITTEE (In Full)<br><b>Citizens Who Love Candy PAC</b>  |  |   |  |
| NAME OF ACCOUNT<br><b>Citizens Who Love Candy<br/>State PAC</b>  | DATE OF RECEIPT<br><b>01 / 30 / 2016</b> | TOTAL AMOUNT TRANSFERRED<br><b>7,000.00</b> |  |
| BREAKDOWN OF TRANSFER RECEIVED   |  |   |  |
| i) Total Administrative .....  |  | <input type="text"/>                        |  |
| ii) Generic Voter Drive .....  |  | <input type="text"/>                        |  |
| iii) Exempt Activities.....  |  | <input type="text"/>                        |  |
| iv) Direct Fundraising (List Activity or Event Identifier)   |  |   |  |
| a) <b>Sweeten the Pot</b>  | <input type="text" value="7,000.00"/>    |   |  |
| b) _____   | <input type="text"/>                     |   |  |
| c) Total Amount Transferred For Direct Fundraising .....   |  | <input type="text" value="7,000.00"/>       |  |



## **Task 2: Determining Ratio Adjustments for Allocated Fundraising Expenses**

**Background:** If you recall, the event was held on February 14. So, 56 days after the event, on April 10, the committee reviews the actual funds received, to determine whether the original ratio reflects the actual funds received by the federal and nonfederal accounts.

The committee determines that they received a total of \$250,000; \$100,000 for the federal account and \$150,000 for the nonfederal account. They spent a total of \$10,000 on the event.

- 4. What should the committee do at this point? How long does the committee have to re-estimate and adjust their fundraising ratio?**
  
- 5. How do we calculate the amount to transfer from the federal account to the nonfederal account?**

**Background:** The federal account transfers its share of adjusted expenses on April 11.

- 6. How do we report that transfer?**

**4. What should the committee do at this point? How long does the committee have to re-estimate and adjust their fundraising ratio?**

**Answer:** The committee has up to 60 days after an event or after the date of a program to adjust the ratio, based on actual funds received, and show the new ratio (40% Federal/60% Nonfederal) on Schedule H2.

- When the adjustment results in a higher federal percentage than originally estimated (as in this case), transfers must be made from the federal account to the nonfederal account for as long as federal funds are received.
- On the other hand, when the federal percentage becomes lower than originally estimated, transfers from the nonfederal account to the federal account can only be made within 60 days after an event.

# Reporting Payment Allocation

## Step 4: Adjust the Allocation Ratio as Needed

| SCHEDULE H2 (FEC Form 3X)  |                | PAGE           | OF       |
|--|----------------|----------------|----------|
| <b>ALLOCATION RATIOS</b>   |                | <b>1</b>       | <b>1</b> |
| NAME OF COMMITTEE (In Full)<br><b>Citizens Who Love Candy PAC</b>  |                |                |          |
| RATIOS FOR ALLOCABLE FUNDRAISING EVENTS AND DIRECT CANDIDATE SUPPORT ACTIVITIES APPEARING ON THIS REPORT.  |                |                |          |
| Methods of allocation:   |                |                |          |
| <p>I. FUNDRAISING activities are allocated using the "funds received method" where the federal proportion of expenses must equal the federal proportion of monies raised.</p> <p>II. Shared DIRECT CANDIDATE SUPPORT activities are allocated according to benefit expected to be derived, where the federal proportion of disbursements is based on the benefit derived by federal candidates from the activity. For PACs Only: Direct candidate support includes public communications or voter drives that refer to both federal and nonfederal candidates, regardless of whether there is a reference to a political party. Such expenses are allocated using a time/space method.</p> |                |                |          |
| ACTIVITY OR EVENT IDENTIFIER<br><b>Sweeten the Pot (Fundraising Event 2/14/16)</b>   | FEDERAL %      | NONFEDERAL %   |          |
| ACTIVITY IS:<br><input checked="" type="checkbox"/> Fundraising <input type="checkbox"/> Direct Candidate Support  | <b>40.00</b> % | <b>60.00</b> % |          |
| CHECK IF THE RATIO IS:<br><input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Same as Previously Reported  |                |                |          |



**5. How do we calculate the amount to transfer from the federal account to the nonfederal account?**

**Answer:** Apply new federal percentage (40% federal) to total expenditures paid for this event (\$10,000). Since the federal share has increased, you will need to calculate the amount that must be transferred from the federal account to the nonfederal account.

- The federal account's percentage under the new ratio is 40%
- The federal account's percentage under the old ratio was 30%
- This is a 10% difference. So the federal account **owes \$1,000 to the nonfederal account** ( $\$10,000 \times 10\% = \$1,000$ )

**-OR-**

Another way you can determine whether this amount is correct is to calculate the federal account's share using both ratios and transfer the difference. In this case,

- The federal account's share under the new ratio is **\$4,000**.  
( $\$10,000 \times 40\% = \$4,000$ )
- The federal account's share under the old ratio is **\$3,000**.  
( $\$10,000 \times 30\% = \$3,000$ )
- So, the federal account **owes \$1,000 to the nonfederal account**  
( $\$4,000 - \$3,000 = \$1,000$ )

## Calculating Adjustment

▣ **Recalculated Federal Share:**

$$\$100,000 / 250,000 = 40\%$$

▣ **Previous Federal Share = 30%**

▣ **Required Transfer = 10% of Expenses**

*(due to 10% increase in federal share)*

▣ **Total Spent on Event = \$10,000**

$$10\% \times \$10,000 = \$1,000$$

**Background:** The federal account transfers its share of adjusted expenses on April 11.

**6 How do we report that transfer?**

**Answer:** Show reporting of transfer on Schedule H4 as a 100% federal expense.

# Reporting Adjustment

## Adjusted Payment

|  |   |  |                 |
|--|---|--|-----------------|
| <b>SCHEDULE H4 (FEC Form 3X)</b>   |   | PAGE <b>1</b> OF <b>1</b>  |                 |
| <b>DISBURSEMENTS FOR ALLOCATED FEDERAL/NONFEDERAL ACTIVITY</b>                         |   | FOR LINE 21a OF FORM 3X  |                 |
| NAME OF COMMITTEE (In Full)<br><b>Citizens Who Love Candy PAC</b>                      |   |  |                 |
| A. Full Name (Last, First, Middle Initial)<br><b>Citizens Who Love Candy State PAC</b> |   | Allocated Activity or Event:<br><input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Fundraising <input type="checkbox"/> Exempt<br><input type="checkbox"/> Voter Drive <input type="checkbox"/> Direct Candidate Support<br><input type="checkbox"/> Public Comm (ref to party only) by PAC |                 |
| Mailing Address<br><b>777 Chocolate Tower</b>  |   | Allocated Activity or Event Year-To-Date<br><b>10,000.00</b>   |                 |
| City State Zip Code<br><b>New York NY 10000</b>  |   | Date <b>04 / 11 / 2016</b>   |                 |
| Purpose of Disbursement:<br><b>Ratio Adjustment Transfer</b>                           |   | Category/Type  |                 |
| Activity or Event Identifier:<br><b>Sweeten the Pot (Event Date 2/14/16)</b>           |   |  |                 |
| FEDERAL SHARE  | + | NONFEDERAL SHARE   | = TOTAL AMOUNT  |
| <b>1,000.00</b>  |   | <b>-----</b>   | <b>1,000.00</b> |

**Continue to Monitor Receipts.** Should the committee continue to receive additional federal funds relating to this event, the committee would be required to re-estimate the allocation ratio, adjust the ratio on Schedule H2 and transfer federal funds to the nonfederal account, as appropriate.

## **Points to Remember: Reporting Allocated Fundraising Expenses**

- **Ratio on Schedule H2**
  - Use Funds Received ratio based on estimate.
  - H2 must be filed with each report that discloses a disbursement for fundraising or direct candidate support activity on H4.
  
- **Payment on Schedule H4**
  - Include specific purpose.
  - Check appropriate category (fundraising).
  - Include unique code or event identifier; make sure it is the same as disclosed on H2.
  
- **Transfer-in of Nonfederal Share on Schedule H3**
  - Use appropriate line for type of expense.
  - Make sure totals listed for each category match up to bottom of H3.
  - Make sure unique code or event identifier is the same as disclosed on H2.
  
- **Debts**
  - Include contracted-for services.
  - Report on Schedule D.
  
- **After the Event or Program:**
  - Continue to monitor receipts and adjust ratio to reflect actual funds received.
  - Show new ratio (check revised ratio box and provide date of event).
  - Make corrective transfers within 60 days (or afterwards if more federal funds are received).
  - Report such transfers on Schedule H4 as 100% federal disbursement if federal share increases; or report transfers on Schedule H3 within 60 days if nonfederal share increases.

## FEC Allocation Rules

### Court of Appeals opinion in *EMILY's List*:

- ▣ Invalidated allocation rules governing:
  - Administrative expenses
  - Generic voter drives referring to candidates or parties
  - Public communications referring to candidates or parties
- ▣ Commission repealed those rules



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#### D. *EMILY's List* Case:

##### 1. Background

In *EMILY's List*, Court invalidated regulations at:

- a) **11 CFR 100.57** – Funds received in response to certain solicitations.
- b) **11 CFR 106.6(c)** – 50% minimum federal funds percentage for administrative expenses, generic voter drives, public communications that refer to a political party, do not refer to any federal or nonfederal candidate.
- c) **11 CFR 106.6(f)** – Public communications and voter drives that refer to one or more federal or nonfederal candidates on a time/space ratio.

##### 2. Commission Rulemaking on *EMILY's List*

- a) The Commission issued a statement on January 12, 2010, stating that 11 CFR 100.57, 106.6(c) and 106.6(f) will not be enforced and therefore, nonconnected committees need not allocate administrative expenses, costs of generic voter drives, and public communications that refer to a political party, nor do they need to report these allocations on FEC Form 3X.
- b) The Commission removed the challenged regulations with Final Rules published in the March 19, 2010, *Federal Register* (75 FR 13223). Further rulemakings, as well as revisions to the reporting forms, instructions and electronic filing software may be required.

- c) Since 11 CFR 106.6(c) was removed, nonconnected committees are no longer required to pay for administrative expenses, generic voter drives and public communications that refer to a political party but not to any federal or non-federal candidates with at least 50% federal funds.
- d) Since 11 CFR 106.6(f) was removed, nonconnected committees are no longer required to pay for public communications that refer to one or more clearly identified federal candidates, but not to any clearly identified nonfederal candidates with entirely federal funds. They **may** pay these expenses with entirely federal funds or with an allocated mix of federal and nonfederal funds **in any ratio**.
- e) Committees that choose to pay for any of these expenses with an allocated mix of federal and nonfederal funds may make use of the payment options and transfer provisions at 106.6(e). If a committee chooses to do so, it must also comply with the timing and reporting provisions of that section.

## Objectives

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- Identify types of Nonconnected PACs and review basic characteristics and organization
- Discuss fundraising rules
- Describe methods of supporting federal candidates
- Highlight key rules on travel and lobbyist bundling