



INTERACTIVE ONLINE TRAINING PROGRAM

# Basics & Best Practices

June 8, 2016  
10:30 a.m.

 FECConnect LIVE  
2015-16 Election Cycle

Basics & Best Practices

## Objectives

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



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

### **Federal Election Campaign Act**

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- ▣ 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

### **Contribution Source Limits**

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- ▣ 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. US 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

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- ▣ Prohibited in All U.S. Elections
  - Foreign Nationals
  - National Banks
  - Federally Chartered Corporations



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

## 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



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## II. 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 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 x 3	= \$100,200
Candidate Committee	\$2,000	\$5,000	Unlimited Transfers	Unlimited Transfers	
PAC: multicandidate	\$5,000	\$5,000	\$5,000 (combined)	\$15,000 x 3	= \$45,000
PAC: Nonmulticandidate	\$2,700	\$5,000	\$10,000 (combined)	\$33,400 x 3	= \$100,200
National Party Committee	\$5,000	\$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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### III. 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

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## C. Contribution Limits (11 CFR 110.1 and 110.2)

### 1. Certain Limits Increased and Indexed for Inflation

- Candidate and party limits increased and indexed; multicandidate committee limits unchanged.
- Indexing began in 2005 – odd-numbered years.

### 2. How Applied

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

### 3. Presidential

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

## Limits to Member/Labor 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
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## Limits from Member/Labor 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
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## Multicandidate Status

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- ▣ Registered with FEC 6 months
- ▣ Received contributions >50 donors
- ▣ Made contributions to  $\geq$ 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. **Examples:**

##### a) **Labor Organization**

- (1) National and its locals.
- (2) International and its local, state and central bodies.
- (3) If union belongs to AFL-CIO, the PACs of that union are affiliated with each other, but are not affiliated with the PACs established by national and state AFL-CIOs.

##### b) **Membership Organization**

PACs established by national membership organization and its state and local affiliates.

## Affiliated Committees

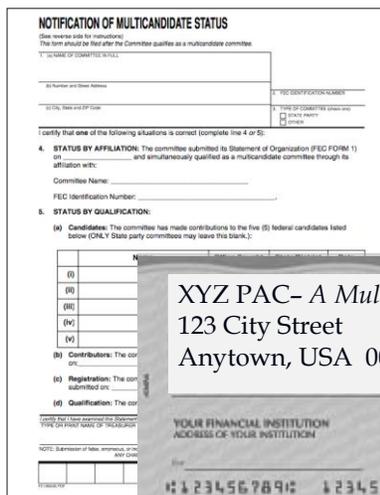
Generally treated as one committee for purposes of federal campaign finance law:

- Share limits on contributions made and received

### 3. Why Important:

- a) Same contribution limit applies to contributions received and made by affiliated committees.
- b) If one committee qualifies as multicandidate, all its affiliated committees qualify.
- c) No limit on transfers between affiliated committees.

## Multicandidate Status



**NOTIFICATION OF MULTICANDIDATE STATUS**  
This form should be filed after the Committee qualifies as a multicandidate committee.

1. NAME OF COMMITTEE ENTITY:  
a) Name and Street Address \_\_\_\_\_  
b) City, State and ZIP Code \_\_\_\_\_  
2. FEC IDENTIFICATION NUMBER \_\_\_\_\_  
3. Type of Committee (check one):  
 Party committee  
 Other

I 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	Party
(i) _____	_____
(ii) _____	_____
(iii) _____	_____
(iv) _____	_____
(v) _____	_____

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

(c) **Registration:** The committee has registered with the following:

(d) **Qualification:** The committee has qualified as a multicandidate committee through its affiliation with:

NOTE: Submission of this information on this form does not constitute a statement of financial interest.

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

XYZ PAC - A Multicandidate Committee  
123 City Street  
Anytown, USA 00000

YOUR FINANCIAL INSTITUTION  
ADDRESS OF YOUR INSTITUTION

1234567890 123456 101

# Multicandidate Status

The image shows a screenshot of the 'SUMMARY PAGE OF RECEIPTS AND DISBURSEMENTS' (FEC Form 3X) for a committee. The form is titled 'SUMMARY PAGE OF RECEIPTS AND DISBURSEMENTS' and is labeled 'Page 2'. It includes fields for the committee name, report covering the period, and columns for 'This Period' and 'Calendar Year-to-Date'. A callout box with a red checkmark and the text 'This committee has qualified as a multicandidate committee. (see FEC FORM 1M)' is overlaid on the form. The callout box is positioned over the bottom right section of the form, which includes the Federal Election Commission contact information: 'Federal Election Commission, 900 E Street, NE, Washington, DC 20463, Tel: Fax: 800-424-9530, Local: 202-694-1100'. In the bottom left corner of the slide, there is a logo for 'FECConnect LIVE 2015-16 Election Cycle' and the text 'Basics & Best Practices' in the bottom right corner.

## F. Multicandidate Committee Responsibilities

### 1. How to Inform the FEC

- a) PAC 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**

## Supporting Candidates



- ▣ Contributions

## Supporting Candidates



- ▣ Contributions
  - Per election limit of \$2,700 or \$5,000
  - Affiliated PACs share limits

## Supporting Candidates



- ▣ Contributions
- ▣ Independent Expenditures

## Independent Expenditure

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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.

**EXPRESS ADVOCACY**  
**NO COORDINATION**



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#### IV. Independent Expenditures (11 CFR 100.16)

##### 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

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- No limit on amount of expenditure
- Trade Associations may make IEs, but prohibited in-kind contribution results if coordinated



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### **B. The Basics**

#### **1. No Limits if Definition Met**

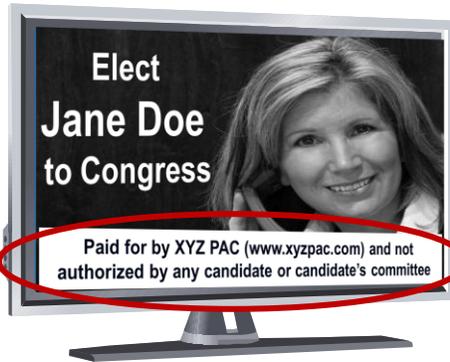
One may spend an unlimited amount because the expenditure is not coordinated (and thus, a contribution).

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

Trade Association prohibited from making (coordinated) in-kind contribution.

#### **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

## V. 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.com) and not authorized by any candidate or committee.”



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

1. **Authorized but Not Financed by Campaign**

*“Paid for by Play Now 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.playnow.com) and not authorized by any candidate or candidate committee.”*

3. **Clear and Conspicuous Placement of Disclaimer Notice**

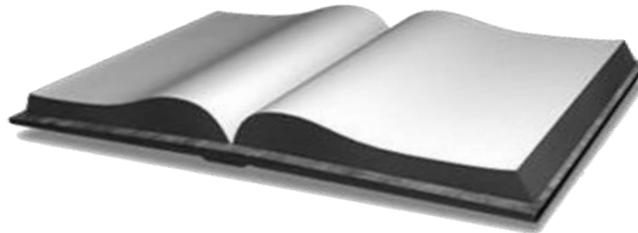
Disclaimer notices must be clearly and conspicuously displayed. Cannot be difficult to read or placed where it is easily overlooked.

## Clear and Conspicuous

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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)



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## Clear and Conspicuous

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### ▼ Printed Materials

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



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### **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



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- 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

### Committee Registration

Unlike other political committees, member/labor PACs register upon formation; there is no financial threshold for registration



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#### 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 "STATEMENT OF ORGANIZATION" and "FEC FORM 1". A red circular callout with the word "NEW" in white text is overlaid on the form. The text "Web form now available for easy online filing!" is written in black over the form. The form includes fields for "1. NAME", "CITY", "STATE", "ZIP CODE", "COMMITTEE'S E-MAIL ADDRESS", and "COMMITTEE'S WEB PAGE ADDRESS". There are checkboxes for "(Check if address is changed)" next to the email and web page address fields. The form is part of the "FECConnect LIVE 2015-16 Election Cycle" and is associated with "Basics & Best Practices".

## 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)  12FB4M5

### ▶ 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](http://www.fec.gov/pubrec/pacronyms/pacronyms.shtml)

[www.fec.gov/pubrec/pacronyms/pacronyms.shtml](http://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

The screenshot shows a form with two main sections. The top section is labeled 'COMMITTEE'S E-MAIL ADDRESS (Please provide only one e-mail address)'. It contains a text input field with a checkmark icon and the text '(Check if address is changed)'. A red arrow points to this field. The bottom section is labeled 'COMMITTEE'S WEB PAGE ADDRESS (URL)'. It also contains a text input field with a checkmark icon and the text '(Check if address is changed)'. Above the first section, there are labels for 'CITY', 'STATE', and 'ZIP CODE'.

### 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

The screenshot shows a form titled '6. Name of Any Connected Organization, Affiliated Committee, Joint Fundraising Representative, or Leadership PAC Sponsor'. The form contains several text input fields: 'XYZ Association', '123 City Street', 'Anytown', 'US', and '00000-0000'. Below these fields are labels for 'CITY', 'STATE', and 'ZIP CODE'. At the bottom, there are four radio buttons for 'Relationship': 'Connected Organization', 'Affiliated Committee', 'Joint Fundraising Representative', and 'Leadership PAC Sponsor'. The 'Connected Organization' radio button is circled in red.

# Committee Registration

## List Affiliated Committees

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

XYZ State Association

Mailing Address 123 Subsidiary Circle

Anytown US 00000-0000

CITY STATE ZIP CODE

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

# Committee Registration

## ► Treasurer & Assistant 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 \_\_\_\_\_

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

Title or Position \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

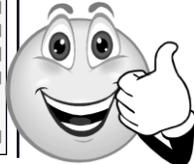
Telephone number \_\_\_\_\_

Full Name of Designated Agent \_\_\_\_\_

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

Title or Position \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

Telephone number \_\_\_\_\_



FEC Recommended

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

## Committee Registration

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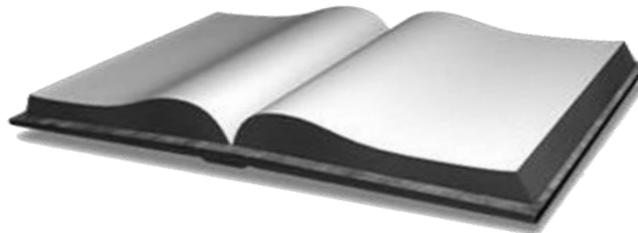
- ▼ Treasurer & Assistant Treasurer
  - Deposits receipts
  - Authorizes all expenditures
  - Monitors contributions
  - Keeps all required records
  - Signs reports
  - Files accurate reports on time

## Treasurer Required

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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

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- ▶ 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

### E. Recordkeeping (11 CFR 102.8 and 102.9)

#### 1. For Receipts

- 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.

## 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

**3. 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.

## Recordkeeping

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



Any time after  
April 15, 2019



**4. Record Retention**

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

## Filing Requirements & Best Practices



Mike Hartsock  
PAC/Party Branch Chief  
Reports Analysis Division

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

### 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

## 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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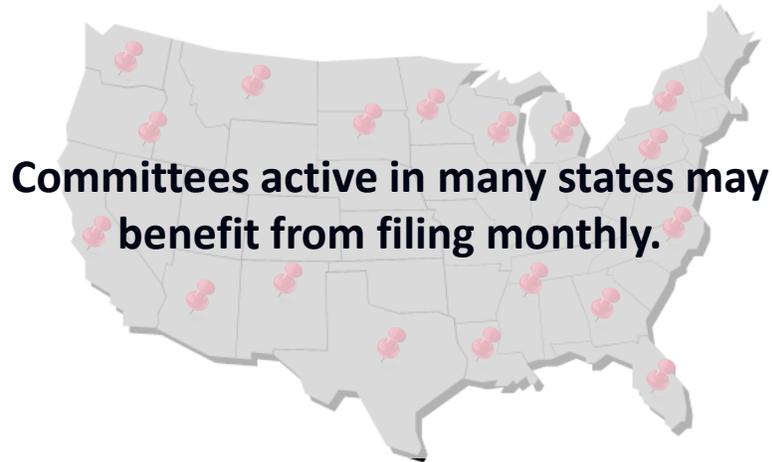
**A. During Election Year (even-numbered year)**

Trade Association PACs file quarterly or monthly See *Reports Due in 2016* at [http://www.fec.gov/info/report\\_dates\\_2016.shtml](http://www.fec.gov/info/report_dates_2016.shtml).

**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.

## Choosing a Filing Schedule



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## 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**

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### 2. Monthly Reporting Schedule

- a) 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.
- b) Reporting period begins day after close of books of last report filed.

**B. During Non-Election Year (odd-numbered year)**

Trade Association PACs file quarterly (semi-annually) or monthly.

**1. Quarterly Reporting Schedule**

Committees that file quarterly in election years file on a semi-annual schedule in non-election years.

**2. Monthly Reporting Schedule**

- a) File reports on the 20<sup>th</sup> of each month.
- b) Must file a Year-End Report on January 31 of each year.

## 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 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. PAC that files quarterly in 2016 automatically files semi-annually in 2017. 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



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### IV. Other Filing Issues

## Filing on Time

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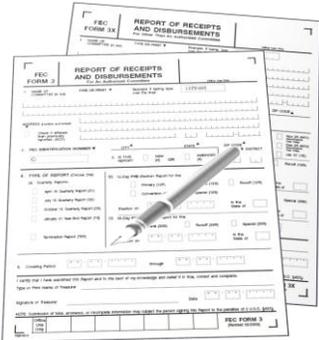
- ❑ No Extensions
  - Filing dates not extended for weekends or holidays.
  - Must be received on business day preceding filing date.
- ❑ Registered/Certified vs. Overnight Mail
  - If filing using USPS registered/certified mail, keep receipt.
  - “Overnight Mail” means next-day express or priority mail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

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# How to File FEC Reports

On Paper

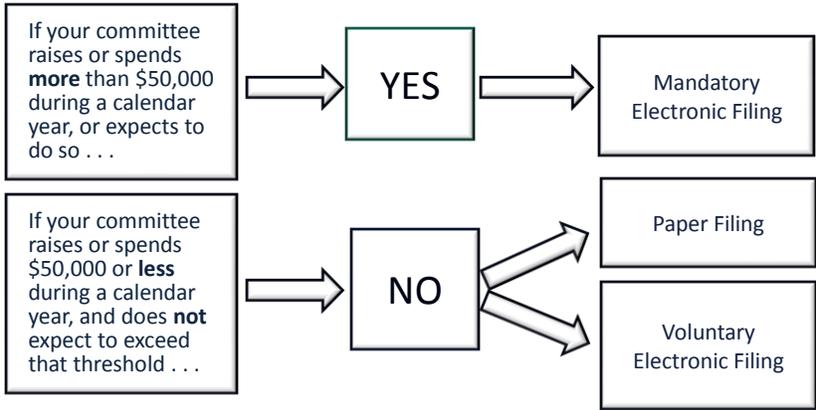


Electronically\*



\*PACs filing with the Senate 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.

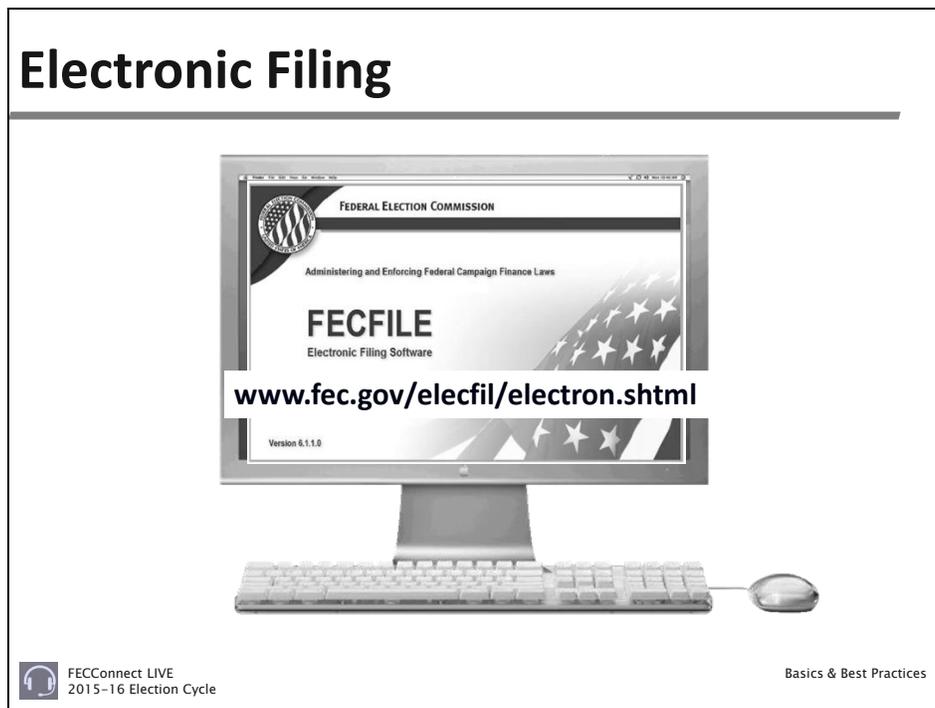
# Mandatory Electronic Filing



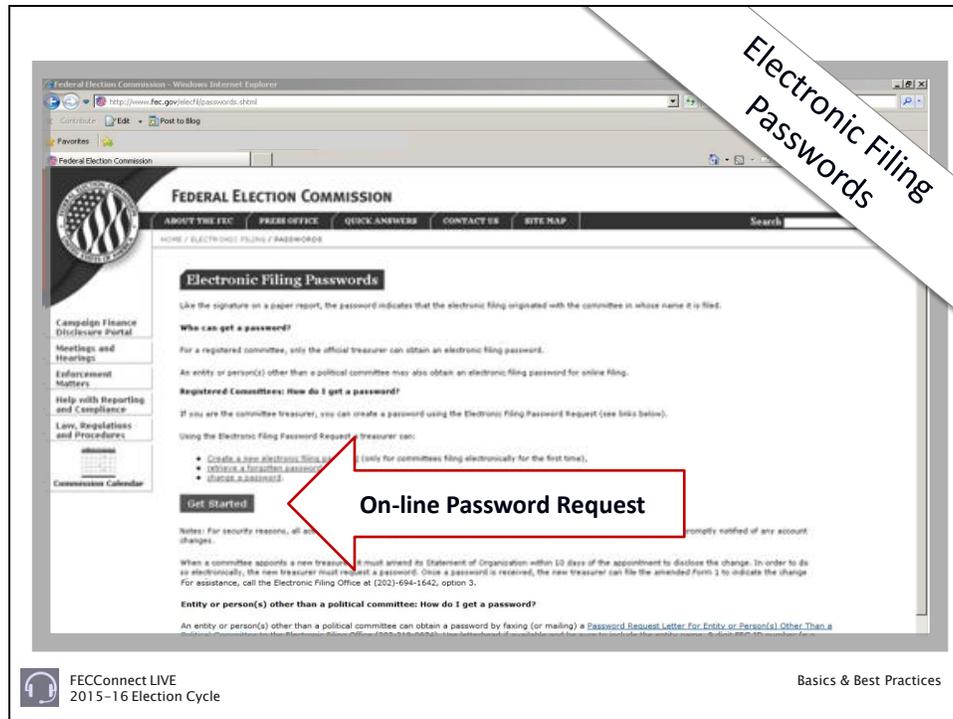
**A. Electronic Filing (11 CFR 104.18)**

**1. Mandatory v. Voluntary**

- a) **Mandatory:** 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.
- b) **Voluntary:** All other filers.
- c) **Note:** Senate campaigns (or PACs/parties that only support Senate candidates) must file paper copy of report with Secretary of Senate - this is a statutory requirement.



<http://www.fec.gov/electfil/electron.shtml>.



## 2. Passwords

### a) Required

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

### b) Who Can Get a Password?

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

### c) How Do You Get a Password?

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

## 3. Use Updated Software

- a) Software revised when forms changed – always use the latest version. Auto update feature makes it simple.
- b) Latest version of FECFile 8 – build 8.1.0.4 available for download at <http://www.fec.gov/electfil/updatelist.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>.

**B. 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.)

**C. 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).

## Administrative Fine Program

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



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### **D. Administrative Fine Program (AFP)**

#### **1. Background**

Program for assessing civil money penalties for violations for failure to file reports on time and/or at all.

#### **2. Applies to:**

- a) Late filers
- b) Non-filers
- c) Regulations found at 11 CFR 111.30-111.45

## Administrative Fine Program

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



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### 3. **Civil Money Penalties -- Factors in determining:**

The interaction of several factors will determine the size of the penalty (also see calculator on website at [http://www.fec.gov/af/af\\_calc.shtml](http://www.fec.gov/af/af_calc.shtml)).

#### a) **Election Sensitivity**

- (1) Election sensitive reports include:
  - October Quarterly of election year,
  - October Monthly of election year, and
  - Pre-election reports for primary, general and special elections.
- (2) All other reports are considered nonsensitive.

#### b) **Whether Committee is a Late filer or a Non-filer**

##### (1) **For Sensitive Reports**

- (a) **Late filer** – when report is filed after the due date but more than four (4) days prior to the election.
- (b) **Non-filer** - report filed after due date and four (4) days or less before the election, or not at all.

##### (2) **For Nonsensitive Reports**

- (a) **Late filer** – when report is filed within 30 days after the due date.
  - (b) **Non-filer** – when report is filed 31 or more days after due date, or not at all.
- (3) Can still be considered a “nonfiler” even if report is eventually filed.

## Administrative Fine Program

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



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- c) **Prior civil money penalties for reporting violations under the AFP.**
- d) **Financial Activity**
  - (1) Amount of financial activity in the report – total amount of receipts and disbursements.
  - (2) Committees with less than \$50,000 in financial activity during the reporting period in question are subject to reduced penalties under the AFP pursuant to April 2003 revisions to the regulations.
  - (3) July 2013 revisions to the AFP regulations adjusted penalties for inflation.
  - (4) Campaign Finance Analysts will not be able to tell you if you will be fined or how much. You can use the Administrative Fine calculator ([http://www.fec.gov/af/af\\_calc.shtml](http://www.fec.gov/af/af_calc.shtml)) to estimate your fine. Your committee will be notified in writing if the FEC assesses a civil penalty against your committee under the AFP.

## Best Efforts to File on Time

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



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- E. Timely Filing/Using Best Efforts (not the same as “best efforts” for obtaining contributor information)**
- 1. Reports required on time;** no extensions.
  - 2. If report not filed on time,** committees may use “best efforts” defense if committee took normal precautions and trained staff, but failure to report was due to circumstances beyond committee's control and the late report was filed within 24 hours after those circumstances ended (pursuant to April 2007 revisions to AFP regulations).

## Best Efforts to File on Time

---

- Committee may use best efforts defense if late filing is due to:
  - Failure of FEC computers/Commission-provided software, despite committee seeking technical assistance from FEC personnel and resources
  - Widespread disruption of information transmissions over internet
  - Severe weather or other disaster-related event



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3. **When can best efforts defense be used:**
  - a) Committee may use best efforts defense if failure to report is due to failure of Commission computers or software, despite receiving Commission technical assistance, widespread disruption of information transmissions over the internet, or severe weather or other disaster-related event.

## Best Efforts to File on Time

- ▣ Committee may **not** use best efforts defense if late filing is due to:
  - Negligence;
  - Illness, inexperience or unavailability of treasurer or committee staff;
  - Committee computer, software or ISP failures;
  - Delays caused by committee vendors/contractors;
  - Failure to know; or
  - Failure to use filing software properly.



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- b) Committee may **not** use best efforts defense if failure to report is due to unavailability, inexperience or negligence of staff, counsel or organization, failure of committee's computer system, delays caused by vendors, failure to understand or know the law or failure to use filing software properly.

**4. For more information, review:**

[http://www.fec.gov/law/cfr/ej\\_compilation/2007/notice\\_2007-7.pdf](http://www.fec.gov/law/cfr/ej_compilation/2007/notice_2007-7.pdf)  
(rules) and

[http://www.fec.gov/law/cfr/ej\\_compilation/2007/notice\\_2007-13.pdf](http://www.fec.gov/law/cfr/ej_compilation/2007/notice_2007-13.pdf)  
(policy statement) and the May and July 2007 *Record* issues.

## PART 3: BEST PRACTICES FOR FILING

### Best Practices: Filing

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- ✓ 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



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#### **Best Practices:**

- Ensure your staff, vendors and counsel understand reporting and filing rules and deadlines.
- Update your software regularly.
- To keep up with filing deadlines, make sure your committee has a current email address on its Form 1 (for receiving courtesy reminders). (To do this, submit a complete electronic Form 1 with a new email address.) Deadlines are also posted online at [http://www.fec.gov/info/report\\_dates.shtml](http://www.fec.gov/info/report_dates.shtml) and in the January *Record* each year.

## I. RAD Review Process

### RAD 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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## A. RAD Review of Reports

### 1. RAD Review and Referral Policy

- a) Internal policy contains categories of review the analyst checks, such as: prohibited, excessive and impermissible contributions, mathematical discrepancies, failure to provide supporting schedules and failure to properly itemize contributions from individuals and disbursements, to name a few.
- b) Policy has established thresholds for making determinations on whether to send a Request for Additional Information (RFAI).
- c) Thresholds are confidential and policy is approved by the Commission. A redacted version of the RAD Review and Referral Policy can be found on the 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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- d) Review is conducted on a per report basis, meaning the thresholds are applied to each report reviewed.
  - (1) This means a committee may receive a RFAI which includes the same issue already addressed in response to a RFAI referencing a different report.
    - Exceptions include outlining Best Efforts procedures which would apply to the two-year cycle and responses relating to foreign address inquiries that indicate safe harbor guidelines are followed for all contributions apply for the two-year election cycle.
  - (2) There may be several issues that are aggregated together to meet a single threshold, so it's possible to see an issue questioned on one report that isn't included in an RFAI on for another report.
- e) Policy is reassessed every election cycle and revisions/changes made based on input from RAD and other offices (such as OGC), and Commissioners.

## II. Request for Additional Information (RFAI)

### Request for Additional Info

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- ▣ 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



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#### 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>

## RFAs via Email

- ▣ RAD is now emailing RFAs to email address on Form 1 (Statement of Organization).
  - Opt-Out Option: File a Form 99 to request that RFAs 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.

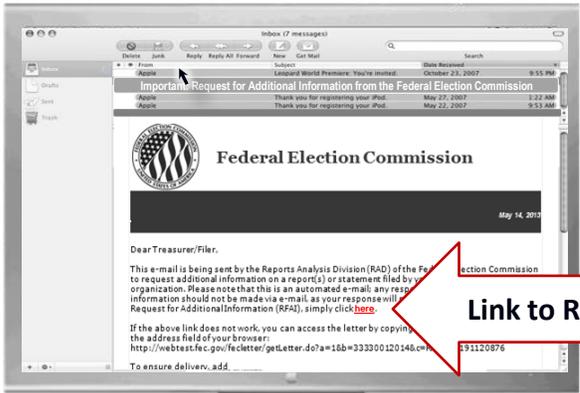


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### **B. RFAI via email**

1. Most RFAs 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 RFAs).
3. Committees will have the option to continue to receive RFAs on paper through the mail.



Request for Additional Info

Link to RFAI

Federal Election Commission

Dear Treasurer/Filer,

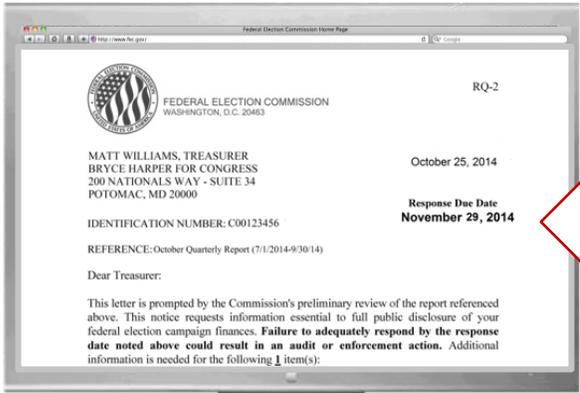
This e-mail is being sent by the Reports Analysis Division (RAD) of the Federal Election Commission to request additional information on a report(s) or statement filed by your organization. Please note that this is an automated e-mail; any response information should not be made via e-mail, as your response 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://webteam.fec.gov/fecletter/getletter.do?w=16b=333300120146.cml&id=931120876>

To ensure delivery, add

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Request for Additional Info

Response Due Date

FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

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

IDENTIFICATION NUMBER: C00123456

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

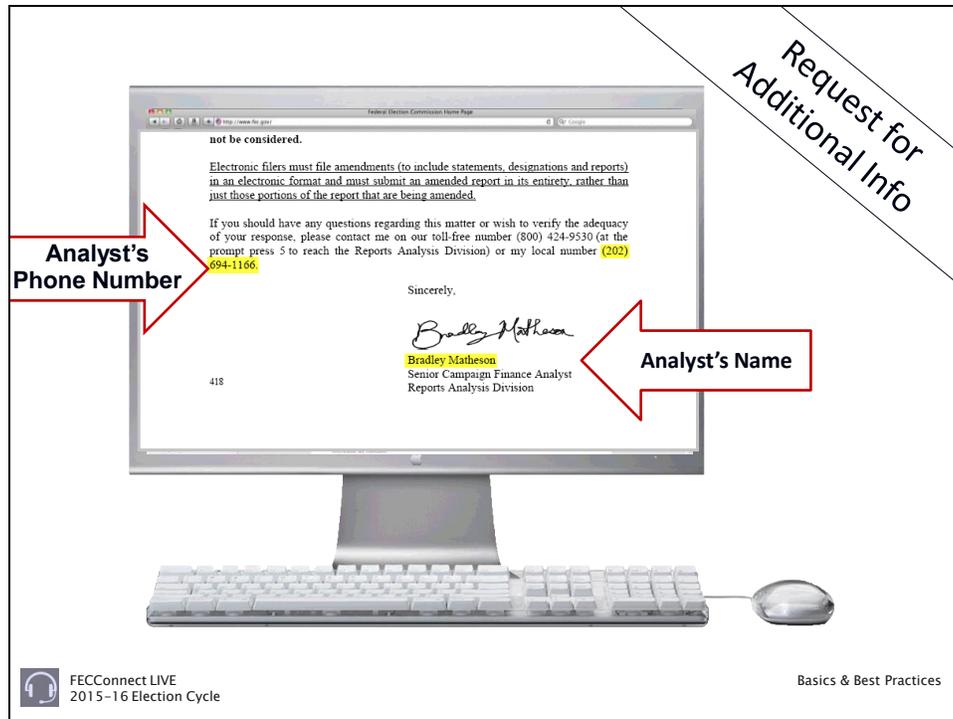
Dear Treasurer:

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):

Response Due Date  
November 29, 2014

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## Responding to RFAs

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

- 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.)

## 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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## Internal Controls Resources

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- ▣ 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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## 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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### F. 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.

#### 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

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- ▣ 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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### **G. 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.

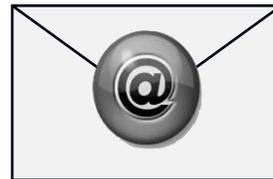
## PART 4: HIGHLIGHT COMPLIANCE RESOURCES

### Objectives

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



### Compliance Help



[www.fec.gov](http://www.fec.gov)

1-800-424-9530

[info@fec.gov](mailto:info@fec.gov)

# Compliance Help

The screenshot shows the Federal Election Commission (FEC) website. The main heading is "Help with Reporting and Compliance". Below this, there is a paragraph explaining the Commission's assistance. The page is organized into several sections: "Compliance Map", "Filing Information" (with sub-links for Reporting Dates, Electronic Filing, Registration and Reporting Forms, and Filing With Other Agencies -- IRS), "Publications" (with sub-links for Campaign Guides, Brochures, Record Newsletter, and BCRA Information), and "Educational Outreach". A left sidebar contains links for Campaign Finance Disclosure Portal, Meetings and Hearings, Enforcement Matters, Help with Reporting and Compliance, Law, Regulations and Procedures, and Commission Calendar. The top navigation bar includes "ABOUT THE FEC", "PRESS OFFICE", "QUICK ANSWERS", "CONTACT US", "SITE MAP", and a search box. The bottom of the page features a "FECConnect LIVE 2015-16 Election Cycle" logo and the text "Basics & Best Practices".

<http://www.fec.gov/info/compliance.shtml>

# Compliance Help

The screenshot shows the Federal Election Commission (FEC) website's "Publications" page. The main heading is "Publications". Below this, there is a paragraph explaining the variety of free publications available. A list of publications is provided, including "The campaign guides", "The brochures and articles", "The Record", and "The BCRA page". A "Sign-up to receive e-mail updates regarding FEC publications" link is also present. The page features a large image of a classical statue with the text "Corporations and Labor Organizations" and "January 2007". A vertical banner on the left side of the image reads "Federal Election Commission Campaign Guide". The left sidebar and top navigation bar are identical to the previous screenshot. The bottom of the page features a "FECConnect LIVE 2015-16 Election Cycle" logo and the text "Basics & Best Practices".

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

# Compliance Help

The screenshot shows the Federal Election Commission's website. At the top, there is a navigation bar with links for 'ABOUT THE FEC', 'PRESS OFFICE', 'QUICK ANSWERS', 'CONTACT US', 'SITE MAP', and 'FEC Search'. Below this is a sub-header for 'HOME / HELP WITH REPORTING AND COMPLIANCE / EDUCATIONAL OUTREACH'. The main content area is titled 'Educational Outreach' and includes a sign-up link for e-mail updates, a note about PDF files, and a list of outreach programs: 'Regional' (two-day conferences), 'Live' (educational webinars), 'OnDemand' (e-learning videos), and 'One:One' (specialized instruction). There are three logos for 'FEC CONNECT LIVE', 'FEC CONNECT OnDEMAND', and 'FEC CONNECT ONE:ONE'. Below these is the 'FECConnect Regional' section, which describes the two-day regional conferences and provides contact information for the Information Division.

FECConnect LIVE  
2015-16 Election Cycle

Basics & Best Practices

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

# Compliance Help

The screenshot shows the Federal Election Commission's website, specifically the 'FECConnect OnDemand' page. The navigation bar is similar to the previous page. The main content area is titled 'FECConnect OnDemand' and features a large 'YouTube @ FECTube' logo. Below the logo, there are categories of materials including 'Basics: FEC and the Campaign Finance Law', 'Committee Operations: Candidates, Parties, PACs', and 'Disclosure: Registration & Reporting (Includes E-Filing)'. There are also links for 'Popular Topics and Recent Events'. At the bottom, there are several video thumbnails with titles like 'Citizen Participation', 'Committee Operations', 'Contributions 2014', 'FEC and PA Federal Campaign', and 'Multiple Action (2013)'. A 'Download' button is visible in the bottom right corner.

FECConnect LIVE  
2015-16 Election Cycle

Basics & Best Practices

<http://www.fec.gov/info/elearning.shtml>

# Compliance Help

The screenshot shows the Federal Election Commission website. The main heading is "Administering and Enforcing Federal Campaign Finance Laws". A navigation menu on the left lists: General, Disclosure, Compliance, Filing, Candidates, PACs (highlighted with a red box), Parties, and Public Funding. Below the menu, there are sections for "Campaign Finance Disclosure", "Search our RULEMAKINGS, ADVISORY OPINIONS and ENFORCEMENT CASES", and "Recent Legal Developments". The bottom of the page includes "FECConnect LIVE 2015-16 Election Cycle" and "Basics & Best Practices".

[http://www.fec.gov/ans/answers\\_pac.shtml](http://www.fec.gov/ans/answers_pac.shtml)

# Compliance Help

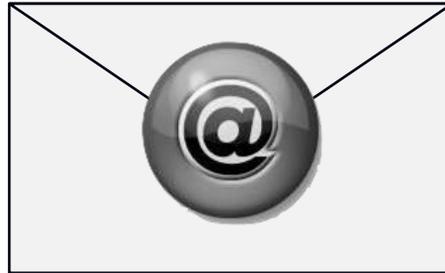
The screenshot shows the Federal Election Commission website's "FECMail Subscription Service" page. It features a "Subscribe Now" section with an "Enter Email" input field and a "Subscribe" button. Below this, there is a "How to Subscribe" section with three numbered steps: 1. Enter your e-mail address in the box at the top of this page. 2. Click on the "Subscribe" button. 3. Select the FEC.gov topics that interest you. The page also includes a "FECMail" logo on a laptop screen and the text "FECMail offers subscribers personalized e-mail updates on the latest FEC news and information...". The bottom of the page includes "FECConnect LIVE 2015-16 Election Cycle" and "Basics & Best Practices".

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

## Compliance Help



1-800-424-9530



info@fec.gov



FECConnect LIVE  
2015-16 Election Cycle

Basics & Best Practices

## 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



FECConnect LIVE  
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Basics & Best Practices

## Latest FEC Updates

 Live Commission Meeting Video and Recorded Podcasts

@FEC on Twitter



 FEC Record

Press Releases and Weekly Digest



 FECConnect LIVE  
2015-16 Election Cycle

Basics & Best Practices

**Commission Meetings:** <http://www.fec.gov/agenda/agendas.shtml>

**FEC Record Blog:** <http://www.fec.gov/pages/fecrecord/fecrecord.shtml>

**Press Office:** <http://www.fec.gov/press/index.shtml>

## RAD FAQs Web Page



**FEDERAL ELECTION COMMISSION**

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

Search

HOME / RAD

**Reports Analysis Division**

[Click Here to Find Your Campaign Finance Analyst](#)

**REPORTS ANALYSIS DIVISION MISSION STATEMENT**

The ultimate mission of the Reports Analysis Division (RAD) is to ensure that campaigns and political committees file timely and accurate reports that fully disclose their financial activities. RAD is responsible for reviewing statements and financial reports filed by political committees participating in federal elections, providing assistance and guidance to the committees to properly file their reports, and for taking appropriate action to ensure compliance with the 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 35,000 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 Source Process](#) (PDF).

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

 FECConnect LIVE  
2015-16 Election Cycle

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

## Beta Website (beta.fec.gov)



FECConnect LIVE  
2015-16 Election Cycle

Basics & Best Practices

<https://beta.fec.gov/>

## Workshop Evaluation

*Help Us Help You!*

Please complete an evaluation  
of this workshop.

<https://www.surveymonkey.com/r/N2LBSRP>

FECConnect LIVE  
2015-16 Election Cycle

Basics & Best Practices

Workshop Evaluation: <https://www.surveymonkey.com/r/N2LBSRP>