

FEC FILE SOFTWARE

INTRODUCTION TO FEC FILE

Welcome to Introduction to FEC File

The goal of today's presentation is to familiarize you with FEC File and provide you with a basic understanding of the program's fundamentals. In addition, you will be guided through the process of creating a database for a committee, including all manner of transactions and reports as well as hopefully familiarizing you with the filing process.

Please remember if you have any questions at any time, do not hesitate to ask.

Class Outline

Part I: Starting FEC File

- A. Basic understanding of the software's fundamentals.
 - 1. Database management.
 - 2. Importance of proper dates for all transactions and reports.
 - 3. Itemization thresholds.
- B. Creating a committee file (Use ID: C00256933).
- C. Creating individual reports.
 - Selecting the type of report, coverage dates, election cycle dates and treasurer's signature.

Part II: Creating Form 1

- A. Connected Organizations.
- B. Treasurer Designation.
- C. Banks Depositories.

Part III: Reporting Receipts

- A. Types of receipts reported on Schedule A of Form 3.
- B. Individual and candidate contributions.
 - Partnership Contributions (Introduction to transaction splits).
- C. In-kind contributions.
- D. PAC and political committee contributions.
 - Using the Look-Up function.
- E. Refunds, rebates and interest income.
- F. Transfers from other authorized committees or joint fundraisers.
 - Transaction splits.
- H. Memo Entries and Memo Text.
- G. Form 3L – Bundling Transactions.

Part IV: Reporting Disbursements

- A. Types of disbursements reported on Schedule B.
- B. Disbursements for operating expenditures.
- C. Credit card disbursements.
 - Transaction splits (Itemization).
- D. Staff reimbursements.
 - Transaction splits (Itemization).
- E. Contributions and transfers to national, state and local party committees.
- F. Interest payments for loans.
- G. Contribution Refunds.

Part V: Reporting Loans and Debts

- A. Types of loans and debts owed both by and to committees.
- B. Personal funds loans.
- C. Non personal funds.
 - Schedule C-1
- D. Debts owed by and to committee.
- E. Payments on loans and debts.
- F. Loan Forgiveness.

Part IV: 48 Hour Notice of Contributions/Loans Received (Form 6)

- A. Creating a Form 6: 48 Hour Notice.
- B. Adding contributions to the Form 6.
- C. Amending a Form 6.

Part VII: Filing Reports

- A. Closing.
- B. Validation.
- C. Uploading (Use password: radtest1).
- D. Amending.