

FECFILE SOFTWARE

INTRODUCTION TO FECFILE

Welcome to Introduction to FECFile

The goal of today's presentation is to familiarize you with FECFile 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.

Workshop Outline

Part I: Starting FECFile

- 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.

Part II: Creating Form 1

- A. Connected Organizations.
- B. Treasurer Designation.
- C. Designated Agents.
- D. Bank Depositories.
- E. Multiple Email Addresses.

Part III: Reporting Receipts

- A. Creating individual reports.
 - Selecting the type of report, coverage dates, election cycle dates and treasurer's signature.
- B. Types of receipts reported on Schedule A of Form 3.
- C. Individual and candidate contributions.
 - Partnership contributions (Introduction to transaction splits).
- D. In-kind contributions.
- E. PAC and political committee contributions.
 - Using the Look-Up function.
- F. Refunds, rebates and interest income.
- G. Transfers from other authorized committees or joint fundraisers.
 - Transaction splits.
- H. Memo Entries and Memo Text.

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 to other federal candidate committees.
- F. Contribution Refunds

Part V: Reporting Loans and Debts

- A. Types of loans and debts owed by committees.
- B. Personal funds loans.
- C. Non-personal funds.
 - Schedule C-1
- D. Debts owed by committees.
- E. Payments on loans and debts.
- F. Loan Forgiveness.
- G. Interest payments for loans.

Part VI: 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.
- D. Amending.