



INTRODUCTION TO FECFILE

For Candidate Committees

The goal of today's presentation is to familiarize you with FECFile by providing you with a basic understanding of the program's fundamentals. You will learn how to effectively navigate the software, create reports, enter transactions, and provide all of the necessary information for your FEC filings.

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

WORKSHOP OUTLINE

Part I: FECfile Basics (Getting Started Manual, p.2)

- A. Getting started with FECFile
 - Database layout
 - Tab names and purposes
 - Data location, importance of backups
 - Avoiding duplicate committee files
- B. Setting up your database
- C. Creating individual reports
 - Types of reports
 - Creating a Form 3
 - Electronic filing password

Part II: Form 1 – Statement of Organization (Getting Started, p. 8)

- A. Treasurer Designation
 - Assistant Treasurer
- B. Affiliated Committees
 - Joint Fundraisers
- C. Bank Depositories
- D. Multiple Email Addresses
 - Amend Form 1 to update email address
- E. Changing Committee Address
- F. Report changes to registration information within 10 days

Part III: Reporting Receipts (Getting Started, p. 16)

- A. Summary page, types of receipts reported on Schedule A
 - Itemization Thresholds
 - "This P.I" (This Period Itemized) and "This P.U" (This Period Unitemized)
- B. Individual and candidate contributions
 - Creating a new contact vs. using existing contact
 - Partnership contributions (Introduction to transaction splits)
- C. In-kind contributions
 - Automatically creates corresponding entry on Schedule B
- D. PAC and political committee contributions
 - Using the PAC Look-Up function
 - Unregistered committees

Part IV: Reporting Disbursements (Getting Started, p. 22)

- A. Types of disbursements reported on Schedule B
 - Itemization Thresholds
- B. Operating expenditures
- C. Staff reimbursements/credit card payments/payments to payroll companies
 - Transaction splits (Itemization)
- D. Contributions to other federal candidate committees
- E. Contribution Refunds

Part V: Reporting Loans and Debts (Getting Started, p. 24)

- A. The difference between a debt and a loan
- B. Types of loans owed by committees
 - Personal funds loan from the candidate
 - Loan not derived from the personal funds of the candidate or received directly from a bank or lending institution (Schedule C-1)
- C. Debts owed by committees
 - Report debts greater than \$500 or outstanding 60 days
- D. Payments on loans and debts
 - Payment of loan principal vs. interest
- E. Loan Forgiveness
 - Letter of loan forgiveness

Part VI: Providing Additional Information

- A. Miscellaneous Electronic Submission (Form 99)
- B. Memo Text on report, transactions
- C. Memo Text vs. Memo item

Part VII: Filing Reports (Getting Started, p. 28)

- A. Close
- B. Validate
- C. Preview, Print
- D. Upload
- E. Amend

Part VIII: Advanced Topics (Optional)

- A. Candidate In-kinds
- B. Resignations/Reattributions (Getting Started, p.17)
- C. Combining duplicates
- D. Earmarked Contributions
- E. 48-Hour Notices (Form 6) (Getting Started, p.18)

HELPFUL LINKS

Electronic Filing Resources:

Getting Started with FECFile for Candidate Committees Manual:

http://www.fec.gov/support/GettingStartedManual_A.pdf

Help for Electronic Filers: manuals, tutorial videos, and links.

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

- Electronic Filing Password: <http://www.fec.gov/electfil/passwords.shtml>
- FAQs about Electronic Filing: http://www.fec.gov/support/faq_filing.shtml
- FAQs about FECFile: http://www.fec.gov/support/faq_soft.shtml
- Validation Errors: http://www.fec.gov/support/faq_valid.shtml
- Upload Errors: http://www.fec.gov/support/faq_parser.shtml
- Common E-filing Mistakes: <http://www.fec.gov/electfil/mistakes.shtml>

Online Webforms: <https://webforms.fec.gov/>

FECFile Video Tutorials:

Intro to FECFile: <https://www.youtube.com/watch?v=yl8AYiaOErA>

Setting up the FECFile Database: <https://www.youtube.com/watch?v=9-NuHQuDgLw>

Entering Individual and PAC Contributions in FECFile:

<https://www.youtube.com/watch?v=KVLBTho2CG4>

Entering Disbursements in FECFile:

<https://www.youtube.com/watch?v=n2eHPATHv8Q>

Reporting and Additional Resources:

Campaign Guide for Candidates and Committees:

<http://www.fec.gov/pdf/candgui.pdf>

Reports Analysis Division Home Page: <http://www.fec.gov/rad/>

FAQs for Candidate Committees: <http://www.fec.gov/rad/candidates/FEC-ReportsAnalysisDivision-CandidateCommittees.shtml>

Reporting Dates: http://www.fec.gov/info/report_dates.shtml

Candidate and Committee Viewer:

http://www.fec.gov/finance/disclosure/candcmte_info.shtml