

FECFILE TRAINING

2015 YEAR-END REPORTING

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 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: FECfile Basics (Getting Started Manual, pages 2-7)

- A. Basic understanding of the software's fundamentals
 - Database layout
 - Tab and icon names and purposes
 - Data location and importance of backups
 - Avoiding duplicate committee files and contacts
- B. Setting up your database
- C. Creating individual reports
 - Selecting the type of report, coverage dates, election cycle dates, and treasurer's signature

Part II: Form 1 – Statement of Organization (Getting Started Manual, pages 8-11)

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

Part III: Reporting Receipts (Getting Started Manual, pages 16-18)

- A. Types of receipts reported on Schedule A of Form 3
 - 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
- D. PAC and political committee contributions
 - Using the Look-Up function
 - Unregistered committees
- E. Refunds, rebates (Offsets to Operating Expenditures) and interest income

Part IV: Reporting Disbursements (Getting Started Manual, pages 22-23)

- A. Types of disbursements reported on Schedule B of Form 3
 - Itemization Thresholds
- B. Operating expenditures
- C. Payments to credit card or payroll companies and staff reimbursements
 - Transaction splits (Itemization)
- D. Contribution Refunds

Part V: Reporting Loans and Debts (Getting Started Manual, pages 24-27)

- A. The difference between a debt and a loan
- B. Types of loans owed by committees
 - Personal funds loans
 - 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
- E. Loan Forgiveness

Part VI: Providing Additional Information

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

Part VII: Filing Reports (Getting Started Manual, pages 28-30)

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

Part VIII: Advanced Topics (Optional)

- A. Candidate In-kinds
- B. Resignations/Reattributions (Getting Started, p.17)
- C. Contributions to other federal candidate committees
- D. Combining duplicates
- E. Earmarked Contributions
- F. 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