



## **Mid-Year FECFile Webinar for PACs and Party Committees**

July 16, 2025

1:00 – 3:00 pm Eastern Time

During today's presentation, staff members from the Reports Analysis Division will assist you with filing your Mid-Year Reports (due July 31) via FECFile. Our presenters will provide you with an overview of the program's fundamentals and show you how to effectively navigate the software, create reports, enter different types of transactions, and provide all of the necessary information for your FEC filings.

This presentation is designed to be as interactive and helpful as possible, so if you have any questions at any time during the presentation, please type them into the chat box.



## WORKSHOP OUTLINE

### Part I: FECFile Basics (Getting Started Manual, pp. 5-8)

- 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

### Part II: FEC Form 1 – Statement of Organization (pp. 9-11)

- A. Treasurer designation
  - Assistant Treasurer
- B. Affiliated committees
  - Joint fundraisers

The screenshot shows the FECFile software interface. On the left, the 'Type of Committee' section is visible, with options for Principal Candidate Committee, Authorized Committee (Not Principal), Supports/Opposes only one Candidate (unauthorized), Separate Segregated Fund, and Party Committee. The 'Party Committee' option is selected, and the 'National' sub-option is chosen. The 'Treasurer' field is populated with 'Timmie, Jamie/Treasurer'. An arrow points to the 'Agents...' button next to the 'Treasurer' field.

The 'Affiliations, Agents & Banks Related to the Committee' dialog box is open, showing a table with the following data:

Name	Type	Title/Position
Pet Lovers Association	Connected Organiza...	
Dog PAC	Affiliated Committee	
Ray, Terez	Designated Agent	Assistant Treasurer
Bank of America	Bank	

On the right side of the dialog box, there are buttons for 'Add new', 'Affiliation...', 'Designated...', 'Bank...', 'Edit...', 'Delete', 'OK', and 'Cancel'. An arrow points to the 'Agents...' button in the 'Treasurer' field, with the text: 'Click on the agents button to add a connected organization, affiliated committee, bank, and designated agent'.

- 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 (pp. 14-17)

- 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)

The screenshot displays the 'Receipts' tab in the FECFile software. The main window shows a table with columns: #Line, Name, Date, Amount, Aggregate, I., and P.. The table contains three rows of data:

#Line	Name	Date	Amount	Aggregate	I.	P.
11(a)	Water Bowl LLC	12/06/2020	5000.00	5000.00	102	399
[S]11(a)	Leone, Ian	12/06/2020	2500.00	2500.00	102	399
[S]11(a)	Lynx, Alice	12/06/2020	2500.00	2500.00	104	399

A 'Transaction splits' dialog box is open in the foreground, showing a table with columns: Name, Amount, and Date. It contains two rows of data:

Name	Amount	Date
Leone, Ian	2500.00	12/06/2020
Lynx, Alice	2500.00	12/06/2020

The dialog box also includes buttons for 'Add new...', 'Edit...', 'Delete', and 'Close'.

- C. In-kind contributions
  - Automatically creates corresponding entry on Schedule B
- D. PAC and political committee contributions
  - Using the PAC look-up function

## Part IV: Reporting Disbursements (pp. 18-21)

- A. Types of disbursements reported on Schedule B
  - Itemization thresholds
- B. Operating expenditures
- C. Staff reimbursements/credit card payments
  - Transaction splits (itemization)
- D. Contributions to other federal candidate committees

The screenshot displays the FECFile software interface. The main window shows the 'Disbursements' report with columns for Line, Description, and various financial fields. A dialog box titled 'Individual/Organization Information' is open, showing fields for Name, Address, and Candidate information. A purple arrow points to the 'Candidate' field, which is currently set to 'None'. A text box on the right side of the dialog box states: 'Be sure to choose Campaign Committee under type of report when disclosing a contribution to a federal candidate.'

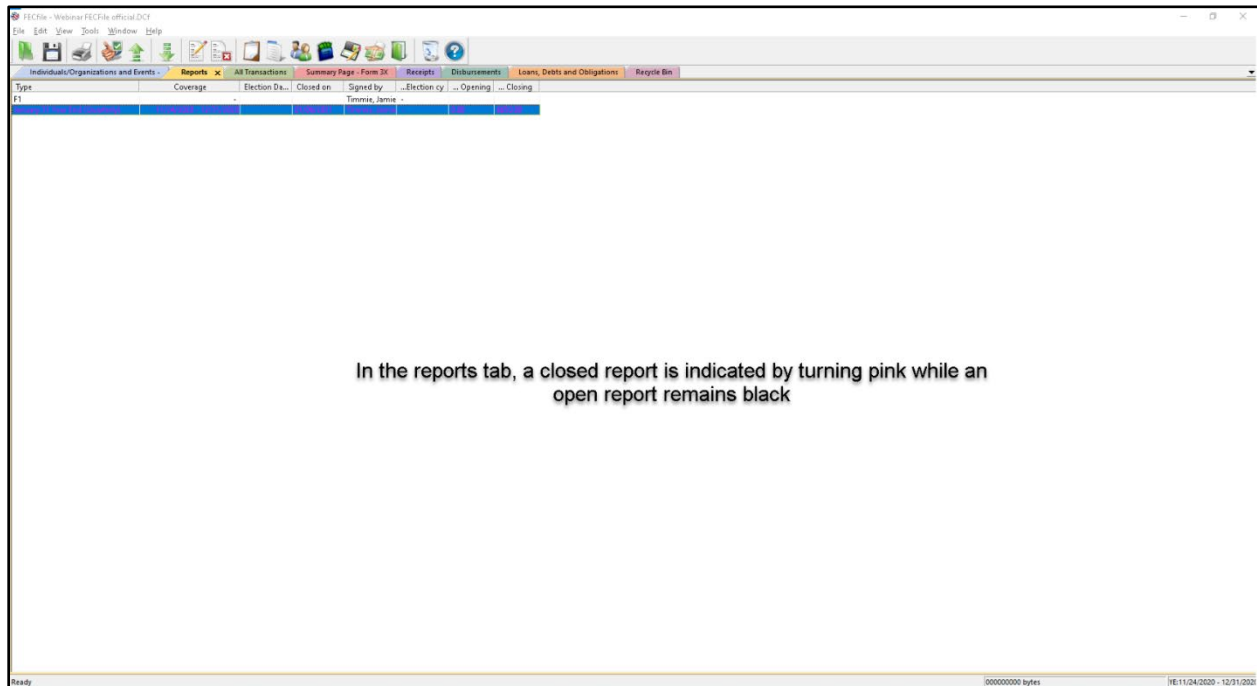
- E. Refund of individual contribution
- F. Nonfederal contributions

## Part V: Providing Additional Information

- A. Miscellaneous electronic submission (Form 99)
- B. Memo text on report, transactions
- C. Memo text vs. memo item

## Part VI: Filing Reports (pp. 37-40)

### A. Close



- B. Validate
- C. Preview, Print
- D. Upload
  - Electronic filing password
- E. Amend

## HELPFUL LINKS

### Electronic Filing Resources:

- Help for Electronic Filers: manuals, tutorial videos, and links. <https://www.fec.gov/help-candidates-and-committees/filing-reports/electronic-filing/>
- Getting Started Guide: [Getting Started With FECFile \(For PAC and Party Committees\)](#)
- Full FECFile User Manual: <http://efilingapps.fec.gov/fecfiledoc/fecfiledoc.pdf>
- Electronic Filing Password: <https://webforms.fec.gov/psa/getstarted.htm>
- Electronic Filing Password Help: <https://webforms.fec.gov/psa/help.htm>
- Validation Errors Explained: <https://www.fec.gov/help-candidates-and-committees/filing-reports/validation-errors-explained/>
- Upload Errors Explained: <https://www.fec.gov/help-candidates-and-committees/filing-reports/upload-errors/>
- Common E-filing Mistakes: <https://transition.fec.gov/elecfil/mistakes.shtml>

### FECFile Video Tutorials:

- [FECFile video tutorial: "Setting Up a FECFile Database for a Political Action Committee or Political Party Committee"](#)
- [FECFile video tutorial: "Entering Contributions from Individuals and PACs"](#)
- [FECFile video tutorial: "Entering Operating Expenditures and Contributions to Candidates"](#)

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

### Reporting Resources:

- Campaign Guidebooks: <https://www.fec.gov/help-candidates-and-committees/guides/>
- Reporting Dates: <https://www.fec.gov/help-candidates-and-committees/dates-and-deadlines/>
- FAQs Page: <http://www.fec.gov/ans/answers.shtml>
  - FAQs for PACs:  
<http://www.fec.gov/rad/pacs/FederalElectionCommission-RAD-PACs.shtml>
  - FAQs for Party Committees:  
<http://www.fec.gov/rad/parties/FederalElectionCommission-RAD-Parties.shtml>

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