



Year-End FECFile for PACs & Party Committees Webinar

January 14, 2026

2:30 - 4:30 pm Eastern Time

During today's presentation, staff members from the Reports Analysis Division will assist you with filing your Year-End Reports (due January 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 'Affiliations, Agents & Banks Related to the Committee' dialog box. The table within the dialog box is as follows:

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

An arrow points to the 'Agents...' button in the main form, with a text box stating: "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 shows a software interface with a menu bar at the top containing: Individuals/Organizations and Events - Reports All Transactions Summary Page - Form 3X Receipts x Disbursements Loans, Debts and Obligations. Below the menu is a table with the following data:

#Line	Name	Date	Amount	Aggregate	I...	P..
11(a)	Water Bowl LLC	12/06/2020	5000.00	5000.00	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

Overlaid on the bottom right of the table is a 'Transaction splits' dialog box. It contains a table with the following data:

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

Buttons on the right side of the dialog box include: 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 shows the FEC software interface with a disbursement report on the left and a pop-up form titled 'Individual/Organization Information' on the right. The report lists various disbursement types with columns for 'This P.I.', 'This P.U.', 'CTD.I', and 'CTD.U.'. A blue arrow points to the 'Type' dropdown menu in the pop-up form, which is set to 'Campaign Committee'. Below the form, a text box reads: 'Be sure to choose Campaign Committee under type of report when disclosing a contribution to a federal candidate.'

#Line	Description	This P.I.	This P.U.	CTD.I	CTD.U.
6(A)	Cash on hand (Jan. 1)				
11(A)	Individual Contributions	5750.00	50.00	5750.00	50.00
11(B)	Contributions from political party committees				
11(C)	Contributions from other political committees	5000.00		5000.00	
12	Transfers from affiliated/other party committees				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates, etc.)				
16	Refunds of contributions made to other federal candidate				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(A)	Transfers from Non-Federal Account (45)				
18(B)	Transfers from Levin Funds (45)				
21(A)	Allocable expenditures (44)				
---I. Federal share					
---II. Non-Federal share					
21(B)	Other federal operating expenditures	2750.00		2750.00	
22	Transfers to affiliated/other party committees				
23	Campaign committee operating expenses (ordinarily and political)	1750.00		1750.00	
24	Independent expenditures				
25	Coordinated expenditures				
26	Loan repayments made				
27	Loans made				
28(A)	Refunds of individual contributions		50.00		50.00
28(B)	Refunds of contributions from political party committee				
28(C)	Refunds of contributions from other political committee				
29	Other disbursements		100.00		100.00
30(A)	Shared Federal Election Activity (from Schedule H4)				
---I. Federal share					
---II. Levin share					
30(B)	Federal Election Activity Paid Entirely With Federal Funds				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
L	Levin Funds				

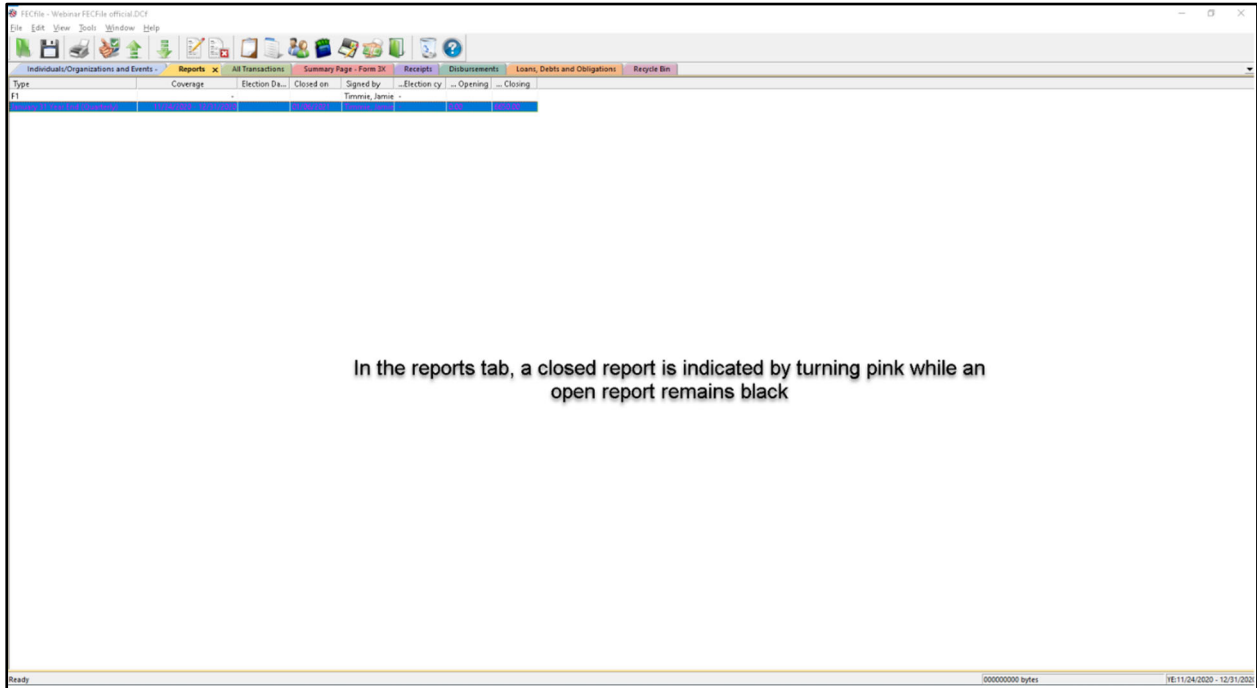
- E. Refund of individual contribution
- F. Nonfederal contributions

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>