

January 2024

FECConnect
LIVE

Year-End Reporting and FECFile Webinars

January 17 – PACs and Party Committees

January 24 – Candidate Committees



Federal Election Commission 2023 Year-End Reporting for Campaign Committees Webinar

January 24, 2024 (12:00 - 2:00 p.m. Eastern Time)

PART I: Reporting Basics

- Filing schedule and report deadlines
- 2023 Year-End Report
- Looking ahead to 2024 filing schedule
 - Pre-election reports
 - 48-Hour Notices
- Filing on time
- Electronic filing
- Using best efforts for timely filing
- Best practices for filing reports

PART II: Reports Analysis Division (RAD) Review Process and Requests for Additional Information (RFAIs)

- RAD review of reports
- Categories of review
- Responding to RFAIs
- Referrals to the Audit Division, General Counsel and Alternative Dispute Resolution Offices
- Internal and fraud controls

PART III: FEC Forms and Schedules

- Candidate registration (FEC Form 2)
- Committee registration (FEC Form 1)
- Report of Receipts and Disbursements (FEC Form 3)
 - Summary / Detailed Summary pages and common itemization schedules
 - Reporting receipts
 - Making best efforts to obtain contributor information
 - Reporting disbursements
 - Purpose of disbursement
- How to amend reports

PART IV: Reporting Scenarios

- **SCENARIO 1:** Earmarked Contributions
- **SCENARIO 2:** Curing Excessive Contributions
 - Redesignation
 - Reattribution
- **SCENARIO 3:** Joint Fundraising
- **SCENARIO 4:** Candidate Loans and 48-Hour Notices
 - Personal funds loan
 - Bank loan
 - Loan repayment
 - Candidate loan forgiveness



FEDERAL ELECTION COMMISSION 2023 WEBINAR SERIES