

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 FECFile for PACs & Party Committees Webinar

January 17, 2024 (2:30 - 4:30 p.m. Eastern Time)

PART I: FECFile Basics

- Getting started with FECFile
- Setting up your database
- Creating individual reports

PART II: FEC Form 1 (Statement of Organization)

- Treasurer designation
- Affiliated committees
 - Joint fundraisers
- Bank depositories
- Multiple email addresses
- Changing committee address
- Reporting changes / amendments

PART III: Reporting Receipts

- Types of receipts reported on Schedule A
 - Itemization thresholds
- Individual and candidate contributions
 - Creating new contact v. existing contact
 - Partnership contributions (introduction to transaction splits)
- In-kind contributions
- PAC and political committee contributions
 - Using PAC look-up function

PART IV: Reporting Disbursements

- Types of disbursements reported on Schedule B
- Operating Expenditures
- Staff reimbursements / credit card payments
- Contributions to other federal candidate committees
- Refunds of individual contributions
- Nonfederal contributions

PART V: Providing Additional Information

- Miscellaneous Electronic Submission (Form 99)
- Memo text on report
- Memo text v. memo item

PART VI: Filing Reports

- Close / validate / save / upload
- How to amend report

HELPFUL LINKS

- Electronic filing resources
- FECFile video tutorials
- Reporting and additional resources



FEDERAL ELECTION COMMISSION 2023 WEBINAR SERIES