

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 PACs & Party Committees Webinar January 17, 2024 (12:00 - 2:00 p.m. Eastern Time)

PART I: Reporting Basics

- Filing schedules and report deadlines
- 2023 Year-End Report
- Looking ahead to 2024 filing schedule
 - Monthly v. quarterly schedule
 - Changing filing frequency
- Filing on time
- Electronic filing
- Using best efforts for timely filing
- Best practices for filing reports

PART III: FEC Forms and Schedules

- Report of Receipts and Disbursements (FEC Form 3X)
 - Summary / Detailed Summary pages
 - Reporting receipts
 - Making best efforts to obtain contributor information
 - Reporting disbursements
 - Purpose of disbursement
- Common schedule errors
- Common math errors

PART III: Reporting Scenarios

- **SCENARIO 1:** Itemizing Contributions Received
- **SCENARIO 2:** Reporting Ultimate Payee
- **SCENARIO 3:** Contributions Made to Candidates
 - Federal v. nonfederal candidates
 - Refund v. returned contributions
- **SCENARIO 4:** Curing Excessive Contributions
 - Redesignation
 - Reattribution
- **SCENARIO 5:** Independent Expenditures
 - 24- & 48-Hour Reports
 - Reporting debt for independent expenditure paid after dissemination

PART IV: 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



FEDERAL ELECTION COMMISSION 2023 WEBINAR SERIES