FEC Connect LIVE

**FECFile Webinars – Basic and Advanced**

April 3 – PACs and Parties
April 4 – Candidates

Administering and Enforcing Fed

**FECFILE**
Electronic Filing Software
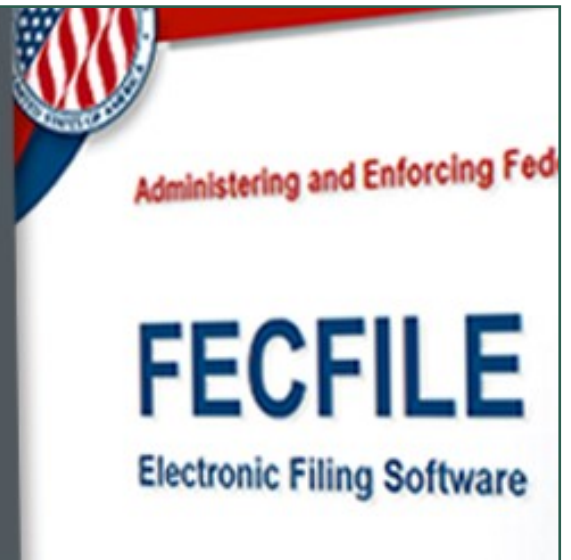
# Federal Election Commission
# 2024 April Quarterly/Monthly Basic FECFile Webinar
# for PACs & Party Committees
### April 3, 2024  (12:00 - 2:00 p.m. Eastern Time)

**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 2024 WEBINAR SERIES*