



Reporting and FECFile Webinars

Fall 2024



Federal Election Commission 2024 October Quarterly/Monthly Reporting Webinar for PACs & Party Committees

October 9, 2024 (12:00 - 2:00 p.m. Eastern Time)

PART I: Reporting Basics

- Filing schedules and report deadlines
- Monthly v. quarterly schedule
- Changing filing frequency
- Filing on time
- Electronic filing
- Using best efforts for timely filing
- Best practices for filing reports

PART II: 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:** Reporting Resignations
- **SCENARIO 5:** Last-Minute Disclosure of Independent Expenditures
 - ◊ 24-Hour Reports
 - ◊ Reporting debt for independent expenditure paid after dissemination

PART IV: Reports Analysis Division (RAD) Review Process and Requests for Additional Information (RFAs)

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



FEDERAL ELECTION COMMISSION 2024 WEBINAR SERIES