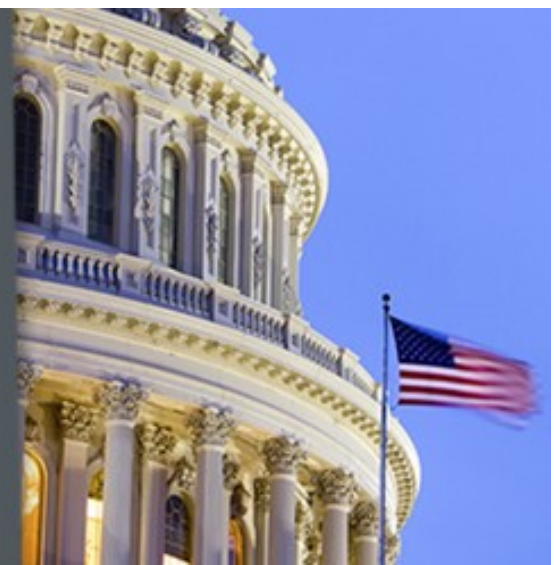




Reporting and FECFile Webinars

Fall 2024



Federal Election Commission 2024 October Quarterly Reporting Webinar for Candidate Committees

September 25, 2024 (12:00 - 2:00 p.m. Eastern Time)

PART I: Reporting Basics

- Filing schedule and report deadlines
- 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 (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

PART III: FEC Forms and Schedules

- Statement of Organization & Statement of Candidacy (FEC Forms 1 & 2)
- 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:** 48-Hour Notices and In-Kind Contributions
- **SCENARIO 2:** Curing Excessive Contributions (retribution)
- **SCENARIO 3:** Earmarked Contributions
- **SCENARIO 4:** Joint Fundraising
- **SCENARIO 5:** Candidate Loans (personal funds loan / candidate loan forgiveness)



FEDERAL ELECTION COMMISSION 2024 WEBINAR SERIES