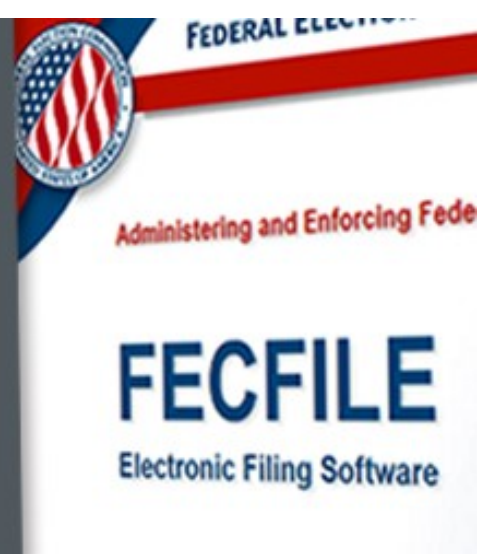




Reporting and FECFile Webinars for PACs and Party Committees

January 15, 2025



Federal Election Commission 2024 Year-End Reporting Webinar for PACs and Party Committees January 15, 2025 (12:00 - 2:00 p.m. Eastern Time)

PART I: Reporting Basics

- Filing schedules and report deadlines
- 2024 Year-End Report
- Looking ahead to 2025 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 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
- Avoid common mistakes

PART III: Reporting Scenarios

- **SCENARIO 1:** Itemizing Contributions Received
- **SCENARIO 2:** Reporting Ultimate Payee
- **SCENARIO 3:** Contributions to Candidates
 - ◊ Federal and nonfederal candidates
 - ◊ Refund vs. returned contributions
- **SCENARIO 4:** Curing Excessive Contributions: Reporting Redesignations
- **Looking ahead:** independent expenditures

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 Audit Division, General Counsel and Alternative Dispute Resolution Offices
- Internal and fraud controls

HELPFUL RESOURCES:
Best Practices; Reporting and
Compliance Help



FEDERAL ELECTION COMMISSION 2024 WEBINAR SERIES