

**Fund-raiser**

**Record-Keeping Example**

<b>Name &amp; address of person for whom funds were raised</b>	Marvin Senator 48 Second Street Ava MO 62222	<b>Total Contributions (\$100 or less per person) whose name &amp; address not obtained</b>	\$ 1, 280.00
<b>Location name &amp; address</b>	Capital Plaza	<b>Total contributions from persons already in committee records</b>	\$ 4, 250.00
<b>Description</b>	Reception	<b>Gross Receipts</b>	\$ 5, 530.00
<b>Name &amp; address of person(s) responsible for event</b>	Joe Entertainer 3411 Wildwood Fulton MO 65555	<b>Explanation why name/address of person contributing \$100 or less not obtained</b>	Pass the hat
<b>Date</b>	05/30/2010	<b>Expenditures:</b>	\$ 350.00 250.00 600.00
<b>Number of participants</b>	60		Total
<b>Verifying Document(s)</b>	Invite, Rental agreement, Guest sign-in sheet, Statements from vendors		

Violation:  
Violations of Chapter 130 are within the Missouri Ethics Commission’s jurisdiction and may result in a Commission enforcement action.

- Additional Publications Available:
- ✓ Guide to Ethics Law —A Plain English Summary
  - ✓ A Guide to Record Keeping For All Candidates and Committees
  - ✓ Campaign Materials Identification Requirements
  - ✓ Terminating a Committee
  - ✓ A Treasurer’s Guide for Campaign Finance Reporting
  - ✓ A Campaign Finance Guide for Political Action Committees and Continuing Committees
  - ✓ A Guide for Out-of-State Committees and Federal Committees
  - ✓ Missouri Campaign Finance Disclosure Law—Chapter 130 RSMo.

*This brochure is intended only as a guide to aid understanding of the Campaign Finance Disclosure Law.*

*For the Law’s complete requirements, consult the law itself codified at Chapter 130 of the Revised Statutes of Missouri.*

# Fund-Raising Activity

**State of Missouri**

**MISSOURI ETHICS COMMISSION**

[www.mec.mo.gov](http://www.mec.mo.gov)



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# Fund-Raising Activity

## What is a fund-raiser?

(§130.011.17 RSMo.)

- ✓ An event such as a dinner, luncheon, reception, coffee, testimonial, rally, auction or similar affair where contributions are solicited or received by such means as the:
  - Purchase of tickets
  - Payment of attendance fees
  - Donations for prizes
  - Purchase of goods, services or political merchandise

## What is a *Statement of Fund-Raising Activity*?

- ✓ A supplemental form used to provide specific details about a fund-raising activity
- ✓ **Remember**, if using the *Statement of Fund-Raising Activity* supplement form, then:
  - All contributions received must **also** be reported in the Contributions and Loans Received Report
  - All expenditures made must **also** be reported in the Expenditures and Contributions Made Report
  - In the event more than one fund-raising activity was held during the reporting period, complete one form per activity

## When is a *Statement of Fund-Raising Activity* required?

(§130.031.6 RSMo.)

- ✓ When a candidate or candidate committee, during a fundraising event, accepts contributions from individuals whose names and addresses can not be obtained (ex: pass the hat, fishbowl, donation bucket, etc.).
- ✓ These contributions will not be deemed anonymous contributions provided certain conditions are met:
  1. There are 25 or more contributing participants for the event
  2. An announcement is made that it is illegal for anyone to make or receive a contribution in excess of \$100 unless accompanied by the name and address of the contributor
  3. The person responsible for conducting the event does not knowingly accept payment from any single person of more than \$100 unless accompanied by the contributors name and address
  4. A statement describing the event is filed with the committee's disclosure report

## Must keep reports & substantiating documents for 3 years!

Examples: fund-raising announcement/invite, rental agreement for location, roster of attendees, tally of contributions, bills/invoices for expenses or any other document used to verify activity

## What information must be included in a *Statement of Fund-Raising Activity*?

(§130.031.6 RSMo.)

The statement must include the following information in addition to and not in lieu of other requirements of the campaign finance disclosure law:

1. Name and mailing address of candidate for whom the funds were raised
2. Name and address of the location of the event
3. Brief description of the type of event and the fund-raising methods used
4. Date of event
5. Approx. number of participants
6. Name and mailing address of the person responsible for conducting the event
7. Total contributions (\$100 or less/person) from persons whose names and addresses could not be obtained AND explanation why it was not possible to obtain the information
8. Total contributions from participants who are identified by their name & address and included in the committee records
9. Gross receipts from the event
10. Expenditures for the event

See example on next page 