

## Record-Keeping Example

Fund-raiser		Total contributions (\$100 or less per person) from contributor's whose name, address, employer/occupation were not obtained		\$ 1,280.00	
Name & address of person for whom funds were raised	Marvin Senator 48 Second Street Ava MO 62222	Explanation why contributor's name, address, employer/occupation was not obtained	Pass the hat		
Location name & address	Capital Plaza 50 W. JC MO 65109	Total contributions from persons whose name, address, employer/occupation is in crmte records	\$ 4,250.00		
Description	Reception	Gross receipts	\$ 5,530.00		
Name & address of person(s) responsible for event	Joe Entertainer 3411 Wildwood Fulton MO 65555	Expenditures:	\$ 350.00 \$ 250.00 \$ 600.00		
Date	03/15/XX				
Number of participants	60				
Verifying Document(s)	Invite, Rental agreement, Guest sign-in sheet, Statements from vendors & hotels				

### 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
- ✓ After Election Requirements & Debt Service Committees
- ✓ Campaign Committees
- ✓ Campaign Materials Identification Requirements (Paid-for-by)
- ✓ Exempt Candidates
- ✓ Guide to Continuing Committees (PACS)
- ✓ St. of Limited Activity Requirements
- ✓ Terminating a Committee
- ✓ Treasurer's Guide for Campaign Finance Reporting
- ✓ When to form & Register a Committee

View our website for training, tutorials, FAQs & More!!

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

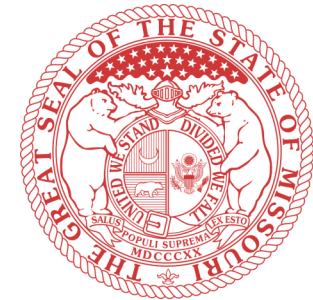
*For the Law's complete requirements, consult the law itself codified at Chapter 130 of the Revised Statutes of Missouri.*

# Fund-Raising Event Held

State of Missouri

## MISSOURI ETHICS COMMISSION

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



12/2013

Missouri Ethics Commission  
PO Box 1370  
Jefferson City MO 65109  
573-751-2020  
800-392-8660  
[www.mec.mo.gov](http://www.mec.mo.gov)

# Fund-Raising Event Held

## **What is a fund-raising event?**

(§130.011 RSMo.)

An event such as a dinner, luncheon, reception, coffee, testimonial, rally, auction or similar affair where contributions are solicited or received mainly by the:

- Purchase of tickets
- Payment of attendance fees
- Donations for prizes
- Purchase of goods, services or political merchandise

## **Fund-Raising Events Held**

(§130.031.6 RSMo.)

This is the only time contributions can be accepted in amounts between \$25—\$100 without the contributor's information (name, address, employer or occupation, etc.)...these are known as “**anonymous contributions received through fund-raising event**” (ex: pass the hat, fishbowl, donation bucket, etc.)

Additional record-keeping and supplemental reporting is required.

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

*Examples: fund-raising announcement or invite, rental agreement for venue/location, roster of attendees (guest sign-in sheet), tally of contributions, bills or invoices/statements for expenses from vendors or hotel and/or any other document used to verify activity*

**NOTE:** When filing a Fund-Raising Event Held:

- All contributions received **with** contributor's information must **also** be reported in *Monetary and In-kind Contributions Received*
- All event expenditures made must **also** be reported in *Expenditures Made*
- In the event more than one fund-raising event was held during the reporting period, record & report each event separately

## **Fund-Raising Events Held**

To **qualify** as a fund-raising event, the following conditions must be met:

- 25 or more participants must contribute to the event
- Anonymous contributions cannot exceed \$100 per person
- An announcement must be made stating that no person may make an anonymous contribution exceeding \$100 (any contribution accepted exceeding \$100 must have the contributor's name, address, and employer or occupation, etc.)
- The person responsible for conducting the event does not knowingly accept any contributions exceeding \$100 without the contributor's name, address, and employer or occupation, etc.
- A statement describing the event is filed with the committee's disclosure report

## **E-FILING: Fund-Raising Event Held**

(§130.031.6 RSMo.)

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

### **Event Information**

Date, location (name & address), description of fund-raising methods used, & approximate number of participants

### **Event Receipts**

Total anonymous contributions rec'd thru the fund-raising event (without contributor's information); brief explanation of why contributor's information was not obtained; total contributions received with contributor's information, and gross receipts from event

### **Event Expenditures**

Description of expense(s) & amount(s)

### **Person Responsible**

Name & address

\_\_\_\_\_  
*Local candidates or committees  
filing reports on paper with your  
county clerk or BOEC—follow  
instructions on back of form(s)*

See example on next page 