

Political Subdivision AOB Reminder

DUE: August 1st, 2014, Annual Operating Budget (AOB)

To identify political subdivisions that must designate public officials required to file a personal financial disclosure (PFD) statement, (§105.483 & 105.485 RSMo), each subdivision is asked to electronically file their 2014 AOB information, including updating contact information if needed. It is the subdivision's responsibility to ensure both are correct.

E-File:

- STEP 1: Go to our website www.mec.mo.gov, navigate to the Electronic Filing pane on middle left of home page, enter your MEC Online ID and continue with the log-in process (MEC ID & Password provided in the letter mailed July 14, 2014)
- STEP 2: Update subdivision contact information, if needed (see *Instructions* below)
- STEP 3: Confirm your 2014 AOB (see *Instructions* below)
 - a. If AOB is over \$1 million, you will be required to provide a listing of those public officials who are required to file a PFD, notification of this requirement will be sent to you in November.
 - b. If AOB is \$1 million and under, your public officials, employees and candidates are not required to file a PFD and no further action will be required.

Instructions:

- STEP 2: Update Contact Information
 - a. Select Update Subdivision
 - b. Make necessary updates
 - c. Select *Continue*
 - d. Review updates
 - e. Select *Submit and Send Confirmation*
 - f.
- STEP 3: Confirm AOB
 - g. Select the **GO** button for Annual Operating Budget (AOB)
 - h. Indicate AOB by selecting the appropriate box
 - i. Select *Continue*
 - j. Review updates
 - k. Select *Submit and Send Confirmation*

NOTE: If unable to file electronically, you may report your 2014 AOB by using the [Annual Operating Budget](#) form found on our website. Complete the form and return to our office by mail or fax to 573-526-4506. No confirmation will be mailed for receipt of a paper filing.