

Have you filed your PFD?

Annual Filers: May 1st deadline for filing is fast approaching!!

If your name was submitted to our office by a political subdivision (ex: state agency, county, city, board, school district, etc.) as a **person required to file a Personal Financial Disclosure (PFD) statement** because of a position you held in 2013 with that subdivision,

then you must file your PFD by **5:00 pm on May 1, 2014** (or post-marked by April 30, 2014). Time period covered is from Jan 1, 2013 - Dec 31, 2013 (or portion of year that you served).

NOTE: If you are **also a candidate in the Aug 5, Primary Election**, your deadline is 5:00 pm on **April 8, 2014** (or post-marked by April 7, 2014); and your time period covered is from Jan 1, 2013 - Mar 25, 2014.

☞ See [PFD Flyer](#) for more info.

► E-File your PFD

1. Complete [PFD E-Filer Account Request](#)
2. Upon receipt of your MEC Online ID & Password (sent to the email address provided), log-in to the [Personal Financial \(PFD\) E-Filing System](#)
3. Submit the requested information for yourself, your spouse and any dependent child(ren).

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If PFD not timely filed, penalties apply!
(including late fees, disqualification as a candidate, etc.)

Political Subdivisions Reminder...

Verify that your designated required filers (annual and candidate) have submitted their PFD statements:

1. Go to our website
2. Log into the [Political Subdivision Filing System](#) (use your political subdivision's log-in information...**HINT** your MEC Online ID begins with the letter "S" for subdivision)
3. View the filing status of your required filers

Lobbying Report Due

List of Principals & Legislative Action—due May 30

Avoid common reporting errors:

- ⇒ Only one report is required per principal; any one of multiple lobbyists that are registered to lobby on behalf of a principal may report for that principal.
- ⇒ Must include general description of the proposed action; may provide the bill number but must also include brief description of the bill.
- ⇒ Report includes the lobbying of any action by an official agency, board or commission of state government (ex: if lobbying the head of a state agency, that action is reportable).

E-Filers TIP

Your campaign finance committee's MEC Online ID & Password is **different** from your log-in information for the PFD e-filing system.

Campaign Finance Committee's MEC Online ID begins with the letter "C" or the letter "A".

PFD Filer's MEC Online ID begins with the letter "F".

You will not be able to log-in without using the correct log-in specific to that e-filing system.



Our Mission:

We serve the public interest. We assist and educate the citizens of Missouri, public officials, lobbyists, and those participating in public elections. We create transparency and accountability and consistently enforce campaign finance, conflict of interest, and lobbying laws.

Training News

Training is going strong, thank you to all that have attended!

As of the end of this quarter, we have had approx. **390** attendees, either attending an in-person training or an online webinar. That's fantastic!

We also want to send a special "Thank You" to the county clerks and BOEC Commissioners that have volunteered to host a New Candidate Training in their area.

We appreciate all that you do to make these trainings successful.

Candidates...if you haven't already been to a training session, we have many more opportunities coming up, view our [Training Schedule](#) to see where we will be next and/or to register for an online webinar.

We've also added a **new feature** on our training page...[Training Survey](#). We want to hear from

you regarding any training method you have participated in, (ex: tutorial, in-person, webinar, etc.). This is a great opportunity for you to provide feedback and also help us continuously improve our materials. It's only 10 questions and takes only a few minutes to complete.

Don't forget to **watch** the [tutorials](#) on the website, another great way to learn about campaign finance requirements.

Local Election Authorities Reminder...

Make sure to check that your electronic filers have amended their [Statement of Committee Organization](#) with their new election date & office sought if running in 2014. If an individual has a candidate committee formed for a specific office, make sure they filed for that office. If they did not, they must amend or terminate the committee.



Campaign Finance Disclosure Reminders...

E-Filers: The [Statement of Committee Organization and the Electronic Filing Agreement](#) (including if filing amended versions) must be filed in their **original form** with original signatures (no fax or e-file filings accepted).

Update future election date and office sought by filing an [Amended Statement of Committee Organization](#); include [Amended Electronic Filing Agreement](#) if changing treasurer/deputy treasurer.

Business cards used for campaign purposes are considered printed material, see [Campaign Materials Identification Requirements \(Paid-for-by\) Brochure](#) .

The **48 Hour Report of Contribution of \$5,000** is required for a contribution (incl loan) received over \$5,000. It must be filed within 48 hours of receipt and filed electronically. Local filers filing on paper with their local election authority need to register committee, establish e-filing account with MEC and file the report, within 48 hours to avoid late fees.

To aid in recording and importing contributions and loans received, itemized expenditures all over \$100, and contributions made, filers can use the **Import Function** in the e-filing system. View [Excel Template](#), [Import Function Tutorial](#) and [Import Specifications](#).

Time period covered for a limited activity report is from the day after the last report was filed (or date committee was formed) through closing date for this report. The **time period covered for a full disclosure report** is from the day after the *last full disclosure report* (or date committee was formed) through closing date for this report (not last limited activity report).

Continuing (PACS) and Political Party Committees report for the current calendar year. Remember to begin the committee's totals for receipts, expenditures and contributions made at zero (\$0.00) for 2014. The ending report totals for Money on Hand and Indebtedness are brought forward each reporting period for the life of the committee.

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