

Political Subdivision Reminders

Annual Operating Budget

In order to identify persons required to file a Personal Financial Disclosure (PFD) statement, political subdivisions must confirm whether their Annual Operating Budget (AOB) is:

- Over \$1 million; or
- \$1 million or under

Conflict of Interest Ordinance/Resolution

If you do not adopt (or re-adopt) a conflict of interest ordinance or resolution, ALL elected, appointed, and decision making personnel, as well as candidates, are required to file a PFD.

If you do adopt a new ordinance (or re-adopt your current ordinance), the deadline is **Sept 15th**. The ordinance must be adopted (or re-adopted), every two years, at an open meeting. A certified copy must be mailed to MEC within 10 days of the adoption (or re-adoption).

See [§105.485 RSMo](#) for minimum ordinance requirements. In addition to the minimum requirements, consider including the following:

- Penalties for late filing, failing to file or follow ordinance, etc.
- Filing requirements for candidates.

View [Year At A Glance](#) 

E-file AOB

Starting Wed, July 2nd, through Fri, August 1st, go to our website at www.mec.mo.gov, and:

1. **Log into the [Political Subdivision E-filing System](#)** (use your political subdivision's log-in information)
2. **Update subdivision contact information** (if necessary)
3. **Confirm your AOB** (you will receive email confirmation)

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Tips & Reminders

Campaign Finance

REPORTING TIPS

The **48 Hour Report of Contribution over \$5,000** is for a single contribution or loan received in an amount over \$5,000 from a single contributor at one time, not multiple contributions/loans that total over \$5,000.

Campaign signs from a prior election can be reused. Record and report as an in-kind contribution received and assign a fair market value. As long as the proper [paid for by disclaimer](#) was correct when the signs were paid for, they can be used with no changes.

Candidates that are unopposed in the August 5th primary, must still keep track of all contributions received and expenditures made for that election. Remember, if the thresholds for forming a committee, specific to your candidate type, have been met, you must form a committee by **July 6th**.

View [Deadlines & Reminders for Aug 5 & Nov 4, 2014 Elections](#), for additional reporting requirements, including the reports required to be filed within 24 or 48 hours.

Aug 5th Election REPORTS DUE

July Quarterly Report - Due July 15—Report activity through June 30.

8 Day Before Election Report* - Due July 28—Report activity through July 24.

30 Day After Election Report* - Due Sept 4—Report activity through Aug 30.

*Only required if made contributions or expenditures (spent or incurred money) for the election.

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

Second quarter numbers are in! There were 21 New Candidate Trainings hosted by various county clerks, board of election commissioners and MEC throughout Missouri. Over 400 people attended these in-person trainings.

We held 35 online webinars (with more scheduled) with almost 300 attendees. That's approximately

725 candidates, treasurers and others that participated in training for the 2014 Election season!

We also presented at 15 different events and conferences, with 500 more attendees, for a grand total of over 1,200 people the MEC had the opportunity to meet and speak with this year.

Our **thanks** to all the hosts that invited us to your event, and to every-

one that attended, we enjoyed meeting you!

Please feel free to **contact us** if you would like for us to speak to your group. View our [Guide to Training & Resources](#) for topics.



Use of Public Funds (§115.646 RSMo)

No contribution or expenditure of public funds* can be made directly by any officer, employee or agent of any political subdivision **to advocate, support, or oppose any ballot measure or candidate for public office.** This does not prohibit any public official of a political subdivision from making public appearances or from issuing press releases concerning any such ballot measure.

*Public funds are moneys belonging to government or any department of it in the hands of public officials (MEC Advisory Opinion [2003.07.105](#)). See other MEC Advisory Opinions on Use of Public Funds—[1996.04.126](#) and [1996.03.123](#).

Ex: Use of the office copier, fax, paper, computers, printers, email, etc.



Direct Expenditure E-filer Tip

A direct **Expenditure Made to Support or Oppose a Candidate or Ballot Measure** is an expenditure that has been made, mostly by continuing (political action/PAC) or political party committees, to support or oppose a candidate or ballot measure. No money was given to the candidate or campaign committee, the money was paid directly to the vendor.

- **E-FILERS:** The expenditure is initially recorded in the *Expenditures Made* section for the total amount paid and then more detail given in the *Expenditure Made to Support or Oppose a Candidate or Ballot Measure* section, reflecting the total amount paid and then providing more information about the candidate or ballot measure supported or opposed.

- However, if the recipient has **coordination or consultation**, etc., they report as an In-Kind Contribution received AND the maker reports as an Expenditure Made, supplementing with Expenditure Made to Support/Oppose information AND as an In-Kind Contribution Made (Ex: PAC working with candidate to pay for/place advertisement in support of candidacy).

Contact us:

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[@MOethics](https://twitter.com/MOethics)

ATTN Candidates:
Starting with the **October Quarterly Report**, your receipts, expenditures and contributions will begin at zero for the general election cycle. Money on hand and indebtedness will continue to carry over.

View [Deadlines & Reminders for Aug 5 & Nov 4, 2014 Elections](#)