

Missouri Ethics Commission
Campaign Finance Electronic Filing System
Help Document

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Campaign Finance Disclosure Reports Introduction:

- ✓ Every committee required to file a Statement of Committee Organization, must file a disclosure report for each reporting period.

Report Type:

- ✓ **Mandatory:** Report that is required by law to be filed.
- ✓ **Conditional:** Report that is required by law to be filed *only* if certain conditions apply or the committee meets certain criteria.

Campaign Finance Filing Requirements and Dates:

- ✓ View the campaign finance filing requirements and dates calendar for report due dates and time period covered for each report.

Termination Statement:

- ✓ Provides details of distribution of surplus funds, disposal of outstanding debts and person responsible for maintaining records upon the termination of committee.
- ✓ A last full disclosure report must be filed with a Termination Statement to officially dissolve the committee.
- ✓ Options for Terminating a Committee:
 - **Termination** option: Select to terminate a committee between reporting periods. (This will automatically include the Termination Statement and a last full disclosure report.)
 - **Termination Statement** option: Select to terminate a committee at the end of a reporting period. Must also select the report to be filed. (This will include the Termination Statement along with the required report being filed.)

Amending a Report:

- ✓ Modify or update incorrect information for a selected report.
- ✓ Explain what changed along with a brief explanation of why the change is required.
- ✓ Amend a report by modifying, updating or deleting the specific information. Filer does not need to re-enter the entire report.

Committee Disclosure Report Cover Page:

- ✓ Contains basic information regarding the committee and the report being filed.

Report Information:

- ✓ A committee discloses its campaign finance activity on disclosure reporting statements, consisting of either:
 - Full Disclosure Report
 - Committee Disclosure Report Cover Page
 - Series of schedules itemizing the committee's receipts, expenses and debt
 - Report Summary
 - Statement of Limited Activity
 - No single contributions exceed \$300; *and*
 - Total contributions received do not exceed \$500; *and*
 - Total expenditures made do not exceed \$500

Time Period Covered by this Report:

- ✓ Time period covered by the report is from the day after your last report (or date filed Statement of Committee Organization) through the end date of the reporting period.
- ✓ View the campaign finance filing requirements and dates calendar for report due dates and time period covered for each report.
- ✓ §130.046 RSMo. - specifies time for filing of disclosure, periods covered by reports, when certain disclosure reports are not required and when supplemental reports may be required.

Election Information:

- ✓ Enter the date of the election.
- ✓ Enter the type of the election:
 - Primary
 - General
 - Special
- ✓ This information is not required for quarterly reports.
- ✓ §130.041.2 RSMo. - Election Cycle:
 - In the case of a *candidate committee*, the election cycle shall begin on the date the candidate became a candidate according to the definition of the term “candidate” in section 130.011 and end at 11:59 p.m. on the day of the primary election, if the candidate has such an election or at 11:59 p.m. on the day of the general election. If the candidate has a general election held after a primary election, the next aggregating period shall begin at 12:00 midnight on the day after the primary election day and shall close at 11:59 p.m. on the day of the general election.
 - In the case of a *campaign committee*, the period shall begin on the date the committee received its first contribution and end of the closing date for the period for which the report or statement is required.
 - In the case of a *political party committee or a political action committee*, the period shall begin on the first day of January of the year in which the report or statement is being filed and end on the closing date for the period for which the report or statement is required; except, if the report or statement is required to be filed prior to the first day of July in any given year, the period shall begin on the first day of July of the preceding year.

Report Definition (alphabetical listing):

- ✓ **Addendum Statement** – Explains any additional information needed for reporting.
- ✓ **Committee Disclosure Report Cover Page** - Contains basic information regarding the committee and the report being filed.
- ✓ **Committee Termination Statement** – Provides details of distribution of surplus funds, disposal of outstanding debts and person responsible for maintaining records upon the termination of committee.
- ✓ **Contractual Relationships - Candidate Committees Only:** Provides additional details for any contributor disclosing an existing business contract or contractual relationship of \$500 or more with the political subdivision/district in which the candidate is running for office.
- ✓ **Contributions Made (to other candidates or committees)** – Provides details of all contributions made by the committee to other candidates or committees during the reporting period.
- ✓ **Expenditure Made to Support or Oppose a Candidate or Ballot Measure** – Reports an expenditure to support or oppose made directly on behalf of a candidate or ballot measure by a committee to a vendor without the candidates knowledge or influence. If this includes printed matter the “paid for by” disclaimer is of the committee making the expenditure.
- ✓ **Expenditures Made** – Provides details of all expenditures made by the committee during the reporting period.

- ✓ **Expenditures to Independent Contractors** - Provides details for describing an expenditure to an independent contractor. Examples of possible services provided by an independent contractor are consulting, direct mailings, media production/purchase, phone solicitation, research, and public opinion polling. Identify the specific service or services received from the independent contractor and the dollar amount pro-rated for each service.
- ✓ **Fund Raising Events Held** – Provides details of fund raising activity and receipts from activity. Not required if itemize all contributions received at a particular fund-raiser in the Monetary and In-kind Contributions Received section.
- ✓ **Investments Made and Held (Other Than Savings Accounts)** – Provides details of any investments held outside the committee’s official depository account. For example: Certificates of Deposit, Bonds, or Securities.
- ✓ **Loans Made and Payments or Credits on Loans** – Provides details of all loans made and all loan payments made during the reporting period.
- ✓ **Loans Received** – Provides details of all loans received and provides additional details for a loans received in excess of \$100.
- ✓ **Monetary and In-kind Contributions Received** – Provides details for all contributions received by the committee during the reporting period.
- ✓ **Report Summary** – Summarizes the committee’s total receipts received and total disbursements made during the reporting period.

Monetary and In-Kind Contributions Received (§130.011.(12) RSMo.):

- ✓ Provides details for all contributions received by the committee during the reporting period.
- ✓ A contribution can be in the form of money (monetary) or in a form other than money (in-kind).
- ✓ §130.031 RSMo. – Restrictions and limitations on contributions:
 - No contribution of cash in an amount of more than one hundred dollars shall be made by or accepted from any single contributor for any election
 - Except for Petty Cash, each expenditure of more than fifty dollars, shall be drawn from the committee’s bank account.
 - No contributions may be made or accepted in a fictitious or in any manner to conceal the identity of the actual source of the contribution.
 - No contributions may be accepted from any out-of-state committee unless that committee has filed the proper registration and/or reports as required by law.
- ✓ **Contributions Received (§130.011.(12) RSMo.):**
 - A contribution is defined as a payment, gift, loan, advance, deposit, or donation of money or anything of value for the purpose of supporting or opposing the nomination or election of any candidate for public office or the qualification, passage or defeat of any ballot measure, or for the support of any committee supporting or opposing candidates or ballot measures or for paying debts or obligations of any candidate or committee previously incurred for the above purposes. A contribution of anything of value shall be deemed to have a money value equivalent to the fair market value.
 - Contribution includes, but is not limited to:
 - (a) A candidate's own money or property used in support of the person's candidacy other than expense of the candidate's food, lodging, travel, and payment of any fee necessary to the filing for public office;
 - (b) Payment by any person, other than a candidate or committee, to compensate another person for services rendered to that candidate or committee;

(c) Receipts from the sale of goods and services, including the sale of advertising space in a brochure, booklet, program or pamphlet of a candidate or committee and the sale of tickets or political merchandise;

(d) Receipts from fund-raising events including testimonial affairs;

(e) Any loan, guarantee of a loan, cancellation or forgiveness of a loan or debt or other obligation by a third party, or payment of a loan or debt or other obligation by a third party if the loan or debt or other obligation was contracted, used, or intended, in whole or in part, for use in an election campaign or used or intended for the payment of such debts or obligations of a candidate or committee previously incurred, or which was made or received by a committee;

(f) Funds received by a committee which are transferred to such committee from another committee or other source, except funds received by a candidate committee as a transfer of funds from another candidate committee controlled by the same candidate but such transfer shall be included in the disclosure reports;

(g) Facilities, office space or equipment supplied by any person to a candidate or committee without charge or at reduced charges, except gratuitous space for meeting purposes which is made available regularly to the public, including other candidates or committees, on an equal basis for similar purposes on the same conditions;

(h) The direct or indirect payment by any person, other than a connected organization, of the costs of establishing, administering, or maintaining a committee, including legal, accounting and computer services, fund raising and solicitation of contributions for a committee;

- Contribution does not include:

- (a) Ordinary home hospitality or services provided without compensation by individuals volunteering their time in support of or in opposition to a candidate, committee or ballot measure, nor the necessary and ordinary personal expenses of such volunteers incidental to the performance of voluntary activities, so long as no compensation is directly or indirectly asked or given;

- (b) An offer or tender of a contribution which is expressly and unconditionally rejected and returned to the donor within ten business days after receipt or transmitted to the state treasurer;

- (c) Interest earned on deposit of committee funds;

- (d) The costs incurred by any connected organization listed pursuant to subdivision (4) of subsection 5 of section 130.021 for establishing, administering or maintaining a committee, or for the solicitation of contributions to a committee which solicitation is solely directed or related to the members, officers, directors, employees or security holders of the connected organization;

✓ **Itemized Contributions:**

- §130.041.1(3) RSMo. – Report to include a separate listing by name and address and employer, or occupation if self employed or notation of retirement, of each person from whom the committee received contributions in money or any other thing of value, aggregating more than one hundred dollars, together with the date and amount of each such contribution.
- §130.011(19) RSMo. – Includes any contribution (monetary or in-kind) received from a committee regardless of the amount and from any person or entity exceeding \$100 (including any contribution aggregating more than \$100 from a single contributor during the election cycle or calendar year)
- Each itemized contribution must included:
 - Name and address of contributor

- Employer (or occupation) – (if self-employed indicate occupation, if retired indicate retired)
- Date received
- Amount received
- Aggregate amount received (including current contribution)
- Type of contribution (monetary or in-kind)

✓ **Non-Itemized Contributions by Category:**

- Certain types of contributions received can be totaled together (grouped by category) and reported as non-itemized contributions, including:
 - Total anonymous contributions received (\$25 or less per contributor and not through a fund-raiser) received during the reporting period
 - §130.031.4 RSMo. – No anonymous contribution of more than twenty-five dollars shall be made by any person, and no anonymous contribution of more than twenty-five dollars shall be accepted by any candidate or committee. If any anonymous contribution of more than twenty-five dollars is received, it shall be returned immediately to the contributor, if the contributor’s identity can be ascertained, and if the contributor’s identity cannot be ascertained, the candidate, committee treasurer or deputy treasurer shall immediately transmit that portion of the contributions which exceeds twenty-five dollars to the state treasurer and it shall escheat to the state.
 - §130.031.5 RSMo. – The maximum aggregate amount of anonymous contributions which shall be accepted in any calendar year by any committee shall be the greater of five hundred dollars or one percent of the aggregate amount of all contributions received by that committee in the same calendar year. If any anonymous contribution is received which causes the aggregate total of anonymous contributions to exceed the foregoing limitation, it shall be returned immediately to the contributor, if the contributor's identity can be ascertained, and, if the contributor's identity cannot be ascertained, the committee treasurer, deputy treasurer or candidate shall immediately transmit the anonymous contribution to the state treasurer to escheat to the state.
 - §130.031.6 RSMo. - Notwithstanding the above, contributions from individuals whose names and addresses cannot be ascertained which are received from a fund-raising activity or event, such as defined in section 130.011, shall not be deemed anonymous contributions, provided the certain conditions are met (See statute for further information)
 - Total monetary contributions received (\$100 or less per contributor) from persons whose name, address, employer/occupation is included in committee records, but do not meet the reporting requirements for an itemized contribution
 - Total in-kind contributions received (fair market value (FMV) is \$100 or less per contributor) from persons whose name, address, employer/occupation is included in committee records, but do not meet the reporting requirements for an itemized contribution

Fund-Raising Events Held:

- ✓ Provides details of fund raising activity and receipts from activity. Not required if itemize all contributions received at a particular fund-raiser in the Monetary and In-kind Contributions Received section.

✓ **Fund-raising Event (§130.011(18) RSMo.):**

- An event such as a dinner, luncheon, reception, coffee, testimonial, rally, auction or similar affair through which contributions are solicited or received by such means as the purchase of tickets, payment of attendance fees, donations for prizes or through the purchase of goods, services or political merchandise.
 - §130.011(23) RSMo – Political merchandise includes goods such as bumper stickers, pins, hats, ties, jewelry, literature, or other items sold or distributed at fund-raising events or to the general public for publicity or for the purpose of raising funds to be used in supporting or opposing a candidate for nomination or election or in supporting or opposing the qualification, passage or defeat of a ballot measure.

✓ **Reporting a fund-raiser is required:**

If a candidate or committee accepts anonymous contributions between \$25 and \$100, at a fundraising event, without obtaining the contributor's name and address (ex: pass the hat, fishbowl, donation bucket, etc.)

✓ **To qualify as a fundraising the following conditions must be met:**

- 25 or more participants contribute to the event
- Anonymous contributions cannot exceed \$100 per person
- An announcement must be made stating no person may make an anonymous contribution exceeding \$100. (Any contributions accepted exceeding \$100 must have the contributor's name and address.)
- The person responsible for conducting the event does not knowingly accept any contributions exceeding \$100 without the contributor's name and address
- A statement describing the event is filed with the committee's disclosure report
 - §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:
 - Name and mailing address of candidate for whom the funds were raised
 - Name and address of the location of the event
 - Brief description of the type of event and the fund-raising methods used
 - Date of event
 - Approx. number of participants
 - Name and mailing address of the person responsible for conducting the event
 - 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
 - Total contributions from participants who are identified by their name & address and included in the committee records
 - Gross receipts from the event
 - Expenditures for the event

Loans Received:

- ✓ Provides details of all loans received and provides additional details for a loans received in excess of \$100.

✓ **Loan (§130.011(21) RSMo.):**

- A transfer of money, property or anything of ascertainable monetary value in exchange for an obligation, condition or not, to repay in whole or in part and which was contracted, used or

intended for use in an election campaign, or which was made or received by a committee or which was contracted, used or intended to pay previously incurred campaign debts or obligations of a candidate or the debts or obligations of a committee.

- A loan from a candidate or another lender may be repaid from committee funds or forgiven by the creditor (if forgiven, obtain written statement and keep with records)
- Includes candidate's own money or property.
- The definition of contributions includes loans (See §130.011(12) for full definition of contribution). The receipt of any loan over \$5,000 must be reported electronically via the 48 Hour Notice of Contributions Exceeding \$5,000 and carried over in the next full disclosure report.
- 130.041.1(3)(f) RSMo. – Report to include a listing of each loan received by name and address of the lender and date and amount of the loan. For each loan of more than one hundred dollars, a separate statement shall be attached setting forth the name and address of the lender and each person liable directly, indirectly or contingently, and the date, amount and terms of the loan.

Miscellaneous Receipts:

- ✓ A miscellaneous receipt is the receipt of a resource not reported elsewhere.
 - Examples:
 - Refund of over payment to vendor
 - Receipt of a rejected contribution
 - Interest earned on bank account
 - Sources other than a contribution received
 - Refund for return of merchandise

Contractual Relationship:

- ✓ *Candidate Committees Only*: Provides additional details for any contributor disclosing an existing business contract or contractual relationship of \$500 or more with the political subdivision/district in which the candidate is running for office.
- ✓ §130.041.1.3.(a) RSMo. - The candidate committee shall make a reasonable effort to obtain and report a description of any contractual relationship over five hundred dollars between the contributor and the state if the candidate is seeking election to a state office or between the contributor and any political subdivision of the state if the candidate is seeking election to another political subdivision of the state.
- ✓ Employees of a company which may have a contract with a political subdivision are excluded from this requirement.

Investments Made and Held (other than savings accounts):

- ✓ Provides details of any investments held outside the committee's official depository account. For example: Certificates of Deposit, Bonds, or Securities.
- ✓ 130.021.2(2) RSMo. - A committee treasurer, deputy treasurer or candidate may withdraw funds from a committee's official depository account and deposit such funds in one or more savings accounts in the committee's name in any bank, savings and loan association or credit union within this state, and may also withdraw funds from an official depository account for investment in the committee's name in any certificate of deposit, bond or security.
 - Proceeds from interest or dividends from a savings account or other investment or proceeds from withdrawals from a savings account or from the sale of an investment shall not be expended or reinvested, except in the case of renewals of certificates of deposit, without first redepositing such proceeds in an official depository account.

- Investments, other than savings accounts, held outside the committee's official depository account at any time during a reporting period shall be disclosed by description, amount, any identifying numbers and the name and address of any institution or person in which or through which it is held in an attachment to disclosure reports the committee is required to file.
- Proceeds from an investment such as interest or dividends or proceeds from its sale, shall be reported by date and amount. In the case of the sale of an investment, the names and addresses of the persons involved in the transaction shall also be stated.
- Funds held in savings accounts and investments, including interest earned, shall be included in the report of money on hand as required by section 130.041.

Expenditures Made:

- ✓ Provides details of all expenditures made by the committee during the reporting period.
- ✓ An expenditure can be in the form of money (monetary) or in a form other than money (in-kind).
- ✓ An expenditure can be made or incurred. An incurred expenditure includes each contract, promise or agreement to make an expenditure.
- ✓ §130.011 RSMo. – Expenditure definition:
 - A payment, advance, conveyance, deposit, donation or contribution of money or anything of value for the purpose of supporting or opposing the nomination or election of any candidate for public office or the qualification or passage of any ballot measure or for the support of any committee which in turn supports or opposes any candidate or ballot measure or for the purpose of paying a previously incurred campaign debt or obligation of a candidate or the debts or obligations of a committee;
 - A payment, or an agreement or promise to pay, money or anything of value, including a candidate's own money or property, for the purchase of goods, services, property, facilities or anything of value for the purpose of supporting or opposing the nomination or election of any candidate for public office or the qualification or passage of any ballot measure or for the support of any committee which in turn supports or opposes any candidate or ballot measure or for the purpose of paying a previously incurred campaign debt or obligation of a candidate or the debts or obligations of a committee.
 - An expenditure of anything of value shall be deemed to have a money value equivalent to the fair market value.
 - "Expenditure" includes, but is not limited to:
 - (a) Payment by anyone other than a committee for services of another person rendered to such committee;
 - (b) The purchase of tickets, goods, services or political merchandise in connection with any testimonial affair or fund-raising event of or for candidates or committees, or the purchase of advertising in a brochure, booklet, program or pamphlet of a candidate or committee;
 - (c) The transfer of funds by one committee to another committee;
 - (d) The direct or indirect payment by any person, other than a connected organization for a committee, of the costs of establishing, administering or maintaining a committee, including legal, accounting and computer services, fund raising and solicitation of contributions for a committee; but
 - (e) "Expenditure" does not include:
 - a. Any news story, commentary or editorial which is broadcast or published by any broadcasting station, newspaper, magazine or other periodical without charge to the candidate or to any person supporting or opposing a candidate or ballot measure;
 - b. The internal dissemination by any membership organization, proprietorship, labor organization, corporation, association or other entity of information advocating the

election or defeat of a candidate or candidates or the passage or defeat of a ballot measure or measures to its directors, officers, members, employees or security holders, provided that the cost incurred is reported pursuant to subsection 2 of section 130.051*;

c. Repayment of a loan, but such repayment shall be indicated in required reports;

d. The rendering of voluntary personal services by an individual of the sort commonly performed by volunteer campaign workers and the payment by such individual of the individual's necessary and ordinary personal expenses incidental to such volunteer activity, provided no compensation is, directly or indirectly, asked or given;

e. The costs incurred by any connected organization listed pursuant to subdivision (4) of subsection 5 of section 130.021 for establishing, administering or maintaining a committee, or for the solicitation of contributions to a committee which solicitation is solely directed or related to the members, officers, directors, employees or security holders of the connected organization;

f. The use of a candidate's own money or property for expense of the candidate's personal food, lodging, travel, and payment of any fee necessary to the filing for public office, if such expense is not reimbursed to the candidate from any source;

- §130.036.4 RSMo. – Committee records shall include a listing of each expenditure made and each contract, promise or agreement to make an expenditure, showing the date and amount of each transaction, the name and address of the person to whom the expenditure was made or promised, and the purpose of each expenditure made or promised.
- §130.036.5 RSMo. – In the case of a committee which makes expenditures for both the support or opposition of any candidate and the passage or defeat of a ballot measure, the committee treasurer shall maintain records segregated according to each candidate or measure for which the expenditures were made.

✓ **Expenditures of \$100 or Less by Category:**

- §130.041(4)(d) RSMo. – Expenditures of one hundred dollars or less may be grouped and listed by categories of expenditure showing the total dollar amount of expenditures in each category.

✓ **Itemized Expenditures:**

- §130.041(4)(d) RSMo. – The full name and mailing address of each person to whom an expenditure of money or any other thing of value in the amount of more than one hundred dollars has been made, contracted for or incurred, together with the date, amount and purpose of each expenditure.
 - The report shall contain an itemized listing of each payment made to campaign workers by name, address, date, amount and purpose of each payment and the aggregate amount paid to each such worker.

✓ **In-Kind Expenditures:**

- §130.041.1(4)(c) RSMo. - Include the total dollar value of all in-kind (\$100 or less per expenditure) expenditures made during the reporting period.
- An in-kind expenditure is an expenditure made in a form other than money.

✓ **Incurred Expenditures:**

- An incurred expenditure is an agreement or promise to pay an expense.
- No money or anything of value has transferred to the vendor/supplier as consideration, compensation or payment for the good or service, even if the candidate or committee has received the good or service.
- Record and report at the time the agreement or promise to pay was made (which may be an estimated value)
 - Include the date and amount, name and address of person to whom the agreement or promise to pay was made or promised and the purpose of the expenditure

Contributions Made (to other candidates or committees):

- ✓ Provides details of contributions made by the committee to another candidate or committee, regardless of the amount, during the reporting period.
- ✓ Contributions made can be in the form of money (monetary) or in a form other than money (in-kind).
- ✓ Do not include transfers of funds to candidate committees controlled by the same candidate.
- ✓ Do include any loans made to another candidate or committee.
- ✓ Must include the name and address of the recipient.

Loans Made and Payments or Credits on Loans:

- ✓ Include information for any loans made by your committee to another
- ✓ Include information for any payments made or credits received on a loan held by the committee

Payment Made on Previously Incurred Expenditures:

- ✓ A previously incurred debt is one where an obligation or promise to pay an expenditure was made but actual payment had not been made.
- ✓ An incurred debt is reported when made and may be an estimated amount of the exact charges due.
- ✓ When the actual invoice is received and a check is written from the official committee bank account to pay said invoice, it is then reported as a payment made on a previously incurred debt.

Miscellaneous Disbursements:

- ✓ A miscellaneous disbursement is a disbursement of funds not reported elsewhere.
 - Examples:
 - Returning a contribution to the original contributor
 - Transfer of funds from one candidate committee to another if controlled by the same candidate. Include committee name, address and date.

Expenditures to Independent Contractors:

- ✓ Provides details for describing an expenditure to an independent contractor. An Independent Contractor is hired by the candidate or committee to provide specific services for a campaign.
- ✓ §130.041.4 RSMo. - Examples of specific services provided, include, but are not limited to, public opinion polling, research on issues or opposition background, print or broadcast media production, print or broadcast media purchase, computer programming or data entry, direct mail production, postage, rent, utilities, phone solicitation, or fund raising.
- ✓ Identify the specific service or services received from the independent contractor and the dollar amount pro-rated for each service. The independent contractor should be able to provide a summary of the services provided.

Expenditures Made to Support or Oppose a Candidate or Ballot Measure:

- ✓ Reports an expenditure made directly to support or oppose a candidate or ballot measure by a committee to a vendor without the candidates or committees knowledge or influence. (No money was given to the candidate or committee being supported or opposed, the money was paid directly to the vendor)
 - The making candidate/committee reports as an expenditure and completes this section to provide more information about the specific expenditure
 - The receiving candidate/committee, if aware or has knowledge or influence over the purchase, reports as an in-kind contribution received. If the receiving candidate/committee isn't aware or has no knowledge or influence over the purchase, then they have nothing to report.
- ✓ Candidate committees making expenditures only on behalf of the candidate for which their committee was formed **do not** need to add those expenditures here.
- ✓ If the purchase includes printed matter the "paid for by" disclaimer is of the committee making the expenditure.
- ✓ Examples: Advertisements, signs, newspaper, radio or television ads, direct mailers to support or oppose a candidate or ballot measure, etc.

Committee Termination Statement:

- ✓ Provides details of distribution of surplus funds, disposal of outstanding debts and person responsible for maintaining records upon the termination of committee.
- ✓ A last full disclosure report must be filed with a Termination Statement to officially dissolve the committee.
- ✓ Options for Terminating a Committee:
 - **Termination** option: Select to terminate a committee between reporting periods. (This will automatically include the Termination Statement and a last full disclosure report.)
 - **Termination Statement** option: Select to terminate a committee at the end of a reporting period. Must also select the report to be filed. (This will include the Termination Statement along with the required report being filed.)
- ✓ **Termination Requirements: (§130.021.8 RSMo.)**
 - **A campaign committee:**
 - Must terminate the later of either thirty days after the election or upon the satisfaction of all committee debt after the election
 - **A candidate committee:**
 - ***If unsuccessful***
 - Terminate committee within thirty days of election date; *or*
 - If more debt than money on hand, convert to a debt service committee (change committee type) by Amending Statement of Committee Organization
 - ***If successful***
 - Update election information (future office seeking) by Amending Statement of Committee Organization, before accepting any future contributions; *or*
 - May terminate committee at any time (or at end of last term)
 - **A debt service committee:**
 - Must terminate no later than 18 months after being formed *or* upon the receipt of a contribution exceeding the amount of the committee's debt
 - Within 30 days of termination, must file a full disclosure report
 - Any excess money (after retiring the debt) must be returned to the original contributor, if known, or turned over to the state treasurer
 - No committee retiring debt can engage in any other activities in support of a candidate

or ballot measure

Steps to terminating a committee:

1. Distribute all excess funds (see restrictions below and use of contributions next page) and/or satisfy debt.
2. Close committee bank account and dissolve committee
3. File *Committee Termination Statement*
 - a. Within 10 days of committee's dissolution
 - b. With appropriate election authority
 - c. Report distribution of any surplus funds
 - d. Report disposition of any outstanding debts (if a debt is forgiven, must attach signed statement from creditor)
 - e. Provide name, mailing address and telephone number of the person responsible for preserving the committee's records and reports
 - f. Complete full disclosure report reporting through the committee's date of dissolution (§130.46.7 RSMo.)
4. Preserve committee records and reports (Must preserve for 3 years and be available for inspection by the Missouri Ethics Commission)

✓ **Distribution of Surplus Funds:**

- (§130.034 RSMo.) - Contributions may be used for any purpose allowed by law including, but not limited to:
 - Expenses allowed, incurred and related to a campaign
 - Expenses incurred in connection with the duties of an elected office holder
 - Expenses associated with the duties of candidacy or of elective office pertaining to the entertaining of or providing social courtesies to constituents, professional associations, or other holders of elective office
 - The return of a contribution to the person who made the contribution to the candidate or elected office holder (subject to certain restrictions)
 - Contributions to a political organization or candidate committee as allowed by law
 - Funds to establish a new committee, defined in Chapter 130 RSMo.
 - An unconditional gift to any charitable, fraternal or civic organizations or other associations formed to provide for some good in the order of benevolence. The candidate, former candidate or holder of elected office or their immediate family cannot gain a direct financial benefit from the gift.
 - Payment of reasonable attorney's fees accrued by a person (defendant) who is the subject of a complaint and/or investigation arising from holding or running for public office

Addendum Statement:

- ✓ Explains any additional information needed for completing a full disclosure report that has not been reported elsewhere.
- ✓ Open text field – enter brief description of the additional information to be included with report.

Prior Report Totals:

- ✓ Bring forward the ending amount, for each category, from the last report filed.
 - Receipts, Expenditures & Contributions Made maintain a running balance per election cycle for candidate committees or per calendar year for all other committees.
 - Money on Hand and Indebtedness maintain a running balance for the life of the committee.
- ✓ At the beginning of a new election cycle, candidate committees enter zero in the left column (B. This Election).
- ✓ At the beginning of a new calendar year, all other committees enter zero in the left column (B. This Election).