

Missouri Ethics Commission  
**Campaign Finance Electronic Filing System**  
**Help Document**

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**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.