

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

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**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.