

Missouri Ethics Commission
Campaign Finance Electronic Filing System
Help Document

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.