

E-Filing Financial Disclosures After Hosting a Fundraising Event

Filers must include the following fundraising information on campaign finance disclosure reports, in addition to regularly required information:

Event information

Date, location (name and address), description of fundraising methods used, and approximate numbers of participants;

Event receipts

Total anonymous contributions received through the fundraising event, a brief explanation of why the contributor's information was not obtained, total contributions received with contributor's information, and all of the receipts from the event;

Event expenditures

Description of expenses and amounts; and

Person responsible

Name and address.

Local campaign committees, formed for local ballot measures, which file reports on paper with local election authorities should follow instructions on the back of reporting forms.

Violation:

Violations of Chapter 130, RSMo are within the Missouri Ethics Commission's jurisdiction and, in the event a complaint is filed, may result in an enforcement action.



This brochure is intended only as a guide to aid understanding of the Campaign Finance Disclosure Law.

For the law's complete requirements, consult the law itself codified at Chapter 130 of the Revised Statutes of Missouri and in Article VIII, Section 23 of the Missouri Constitution.

Reporting a Fundraising Event

MISSOURI ETHICS COMMISSION



1/2020

Missouri Ethics Commission

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Fundraising Events (§ 130.031.6, RSMo & Art. 8, § 23.7(15))

Qualifications

A fundraising event is an event such as a dinner, luncheon, reception, rally, auction, or similar affair where contributions are solicited or received mainly by the:

- Purchase of tickets; or
- Payment of attendance fees; or
- Donations for prizes; or
- Purchase of goods, services, or political merchandise. § 130.011(18), RSMo.

To qualify as a fundraising event, the following conditions must be met:

- 25 or more participants must contribute to the event;
- Anonymous contributions cannot exceed \$100 per person;
- An announcement must be made stating that no person may make an anonymous contribution exceeding \$100 (any contribution accepted exceeding \$100 must have the contributor's name, address, and employer, or occupation, etc.);
- The person responsible for conducting the event may not knowingly accept any contributions exceeding \$100 without the contributor's name, address, and employer or occupation, etc.;
- A statement describing the event is filed with the committee's disclosure reports.

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<u>Required information on Financial Disclosure:</u>	<u>Example:</u>
Name and address of person (candidate) for whom funds were raised	Jane Johnson 7500 5th Street, Anytown, Mo 65123
Location of fundraising event	Capitol City Event Center 210 W. Main, Anytown, Mo 65123
Description of methods	Dinner reception
Name and address of person(s) responsible for the event	Samuel Martin 5726 S. First, Anytown, Mo 65123
Date of event	September 24, 2020
Number of participants	52
Total anonymous contributions (\$100 or less per person)	\$1,132.25
Explanation of why contributor's name, address, employer, and occupation were not obtained	Donation bowls were placed at the entrance of the event and the hat was passed
Total contributions from persons whose name, address, employer, and occupation have been disclosed	\$15,742.47
Total contributions from the event	\$16,874.25
Total expenditures on the event	Food: \$500.36 Rental of event space: \$300.00 Total event expenditures: \$800.36
Verifying documents (must be kept for three years)	Event invitation, rental agreement, sign-in sheet, invoice, statements from vendors, and/or any other document used to verify activity.

When reporting a fundraising event:

- All contributions received with contributor's information must **also** be reported in *Monetary and In-kind Contributions Received*.
- All event expenditures made must **also** be reported in *Expenditures Made*.
- If more than one fundraising event was held during the reporting period, record and report each event separately.