

## Record-Keeping Example

Fund-raiser		Total contributions (\$100 or less per person) from contributor's whose name, address, employer/occupation were not obtained		\$ 1,280.00	
Name & address of person for whom funds were raised	Marvin Senator 48 Second Street Ava MO 62222	Explanation why contributor's name, address, employer/occupation was not obtained	Pass the hat		
Location name & address	Capital Plaza 50 W. JC MO 65109	Total contributions from persons whose name, address, employer/occupation is in committee	\$ 4,250.00		
Description	Reception	Gross receipts	\$ 5,530.00		
Name & address of person(s) responsible for event	Joe Entertainer 3411 Wildwood Fulton MO 65555	Expenditures:	Food \$ 350.00 Rent 250.00 Total Event Expenditures \$ 600.00		
Date	03/15/XX	Total Event Expenditures from vendors & hotels			
Number of participants	60	Invite, Rental agreement, Guest sign-in sheet, Statements from vendors & hotels			
Verifying Document(s)					

### Violation:

Violations of Chapter 130 are within the Missouri Ethics Commission's jurisdiction and may result in a Commission enforcement action.

### Additional Publications Available:

- Guide to Ethics Law - A Plain English Summary
- A Guide to Record Keeping
- After Election Requirements & Debt Service Committees
- Campaign Committees
- Campaign Materials Identification Requirements (Paid-for-by)
- Exempt Candidates
- Guide to Continuing Committees (PACS)
- St. of Limited Activity Requirements
- Terminating a Committee
- Treasurer's Guide for Campaign Finance Reporting
- When to form & Register a Committee

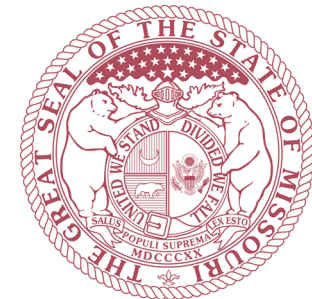
View our website for training, tutorials, FAQs & More!!

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

# Fund-Raising Event Held

## MISSOURI ETHICS COMMISSION



9/2017

### Missouri Ethics Commission

PO Box 1370  
Jefferson City MO 65102  
573-751-2020  
800-392-8660  
www.mec.mo.gov

# Fund-Raising Event Held

## What is a fund-raising event? (§130.011 RSMo.)

An event such as a dinner, luncheon, reception, coffee, testimonial, rally, auction or similar affair where contributions are solicited or received mainly by the:

- Purchase of tickets
  - Donations for prizes
  - Payment of attendance fees
  - Purchase of goods, services or political merchandise
- Must have 25 or more contributing participants.

**25+ Participants**

## Fund-Raising Events Held (§130.031.6 RSMo.)

**\$25-  
\$100  
w/o info**

This is the only time contributions can be accepted in amounts between \$25-\$100 without the contributor's information (name, address, employer or occupation, etc.)...these are known as "**anonymous contributions received through fund-raising event**" (ex: pass the hat, fishbowl, donation bucket, etc.)

To **qualify** as a fund-raising 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 does 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 report

**NOTE:** When reporting a Fund-Raising Event Held:

- 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*
- In the event more than one fund-raising event was held during the reporting period, record & report each event separately

**3  
Years**

### Must keep reports & substantiating documents for 3 years!

Examples: fund-raising announcement or invite, rental agreement for venue/location, roster of attendees (guest sign-in sheet), tally of contributions, bills or invoices/statements for expenses from vendors or hotel and/or any other document used to verify activity

## E-FILING: Fund-Raising Event Held

(§130.031.6 RSMo.)

Must include the following information in addition to and not in lieu of other requirements of the campaign finance disclosure law:

### Event Information

Date, location (name & address), description of fund-raising methods used, & approximate number of participants

### Event Receipts

Total anonymous contributions rec'd thru the fund-raising event (without contributor's information); brief explanation of why contributor's information was not obtained; total contributions received with contributor's information, and gross receipts from event

### Event Expenditures

Description of expense(s) & amount(s)

### Person Responsible

Name & address

*See example on next page* 

Local campaign committees, formed for local ballot measures, filing reports on paper with your county clerk or BOEC—  
Follow instructions on back of reporting form(s)