#### Additional Campaign Finance Publications Available:

- Guide to Ethics Law
  A Plain English Summary
- After Election & Debt Service Committees
- Campaign Materials Identification (paid for by) Requirements
- Fund-Raising Activity
- Guide to Record Keeping
- Terminating a Committee
- Treasurer's Guide for Campaign Finance
- When to Form & Register a Committee
- Missouri Campaign Finance Disclosure Law—Chapter 130 RSMo.

Visit our website for training tutorials, FAQs and more!

www.mec.mo.gov

## Violation:

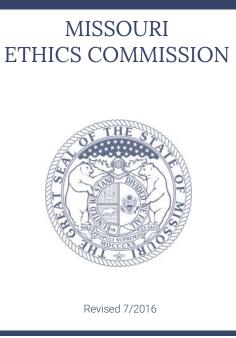
Violations of Chapter 130 are within the Missouri Ethics Commission's jurisdiction and may result in a Commission enforcement action.



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.

# Treasurer's Guide for Campaign Finance



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

# Treasurer's Guide for Campaign Finance Reporting (§130.021 RSMO.)

#### **Treasurer Requirements**

Every committee must have a treasurer

- Must be a resident of Missouri
- Must be a resident in the district or county in which the committee sits (MEC Advisory Opinion 2008.10.CF.009)
- If candidate committee, must be appointed by the candidate

### **Deputy Treasurer Requirements**

A deputy treasurer may be appointed to serve in the event the treasurer is unable for any reason to perform his/her duties

- Must be a resident of Missouri
- Must be a resident in the district or county in which the committee sits (MEC Advisory Opinion 2008-10.CF.009)
- If candidate committee, must be appointed by the candidate

#### **Bank Account Requirements**

Every committee must have one official bank account which is:

- Held in committee's name
- At a federal or state-chartered bank within Missouri
- A negotiable draft account
- Able to provide deposit records, cancelled checks and records of any other account activity

A candidate can act as their own treasurer.

<u>Only</u> the treasurer, deputy treasurer, or candidate can have access to and serve as a signatory for the committee's official bank account.

### **Treasurer Duties**

(Can also be done by the deputy treasurer and/or candidate)

- 1. Open the committee's official bank account in the committee's name *only*
- 2. Establish signatories for the committee's official bank account (can only be treasurer, deputy treasurer and/or candidate)
- 3. Deposit money received into the committee's official bank account (no other bank account)
- 4. Withdraw money & write checks from the committee's official bank account
- 5. Reconcile committee's official bank account on a regular basis
- 6. Keep committee money without mixing (comingling) with other committees, candidates or individuals
- 7. Maintain committee records for the 3 year period required by law
- 8. Oversee any committee investments and/or savings accounts

#### **Account Numbers**

*The Commission redacts bank account numbers before reports are available to the public* 

Committee money <u>must</u> be deposited into the committee's official bank account and money <u>must</u> be spent out of the committee's official bank account.

#### **Reporting Responsibilities**

- 1. File Statement of Committee Organization within 20 days of committee formation *or* before the date the first disclosure report is due
- 2. File all campaign finance disclosure reports, including supplemental forms required
- 3. Terminate the Committee
  - a. If unsuccessful candidate—terminate the committee or convert to debt service committee
  - b. If successful candidate—update election information to continue to receive contributions; use committee funds for necessary and ordinary expenses in connection with duties of office; or terminate the committee
  - c. See <u>Terminating a Committee</u> brochure for more information

#### **Treasurer's Vacancy**

No expenditure can be made by a committee when the office of committee treasurer is vacant, except when the office of a candidate committee treasurer is vacant the candidate can be the treasurer until the candidate appoints a new treasurer

View *Guide to Record-Keeping* on our website for information about record-keeping requirements.