

### 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](http://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.*

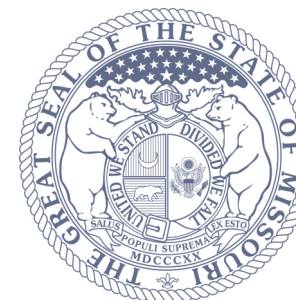


*This brochure is intended only as a guide to aid understanding of the Campaign Finance Disclosure Law.*

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

# Treasurer's Guide for Campaign Finance

## 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](http://www.mec.mo.gov)

# Treasurer's Guide for Campaign Finance Reporting

## Treasurer Requirements

(§130.021 RSMo.)

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.

**Only 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 aggregates of contributions for each contributor (i.e. candidates, political parties per election cycle. PACs per calendar year)
8. Maintain committee records for the 3 year period required by law
9. 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 must be deposited into the committee's official bank account and money must 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 [\*Terminating a Committee\*](#) 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.**