

Additional information

Treasurer's Vacancy

In the event of a treasurer vacancy, only the deputy treasurer or candidate may make expenditures on behalf of the committee. If no candidate or deputy treasurer exist, no expenditures may be made.

Candidates as Treasurers

Candidates may appoint themselves as committee treasurer. In this case, candidates must continue to maintain accurate record-keeping and reporting procedures.

Use of the Committee's Bank Account

All committee money **must** be deposited into the committee's official bank account and all expenditures **must** be made out of the committee's official bank account.

The committee's account number must be provided on the *Statement of Committee Organization* but will be redacted before the statement is available to the public.

Visit our website for additional resources, such as the ***Ethics Guide*** and ***FAQs***. www.mec.mo.gov

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.

Treasurer's Guide to Campaign Finance

MISSOURI ETHICS COMMISSION



1/2020

Missouri Ethics Commission

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Jefferson City MO 65102
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Treasurer's Guide for Campaign Finance Reporting

Requirements

(§ 130.021, RSMo)

Treasurer/Deputy Treasurer Requirements

- Must be a resident of Missouri
- Must reside in the district or any county in which the committee sits (Advisory Opinion 2008-10.CF.009)
- If a candidate committee:
 - Must reside in candidate's district or any county which contains a portion of the district;
 - Must be appointed by the candidate (candidate can appoint self as treasurer).

Bank Account Requirements

Every committee must have at least one official bank account which is:

- Held in the committee's name, as registered;
- At a federal or state chartered bank, savings and loan association, or credit union in Missouri;
- A negotiable draft account;
- Able to provide record of deposits, cancelled checks, and any other account activity; and

Not commingled with any other funds or bank account that has non-committee funds.

Committee money must be deposited into and spent from the committee's official bank account. No other accounts may be used.

Duties of the Treasurer

1. Open the committee's official bank account, using the committee's official name to be registered with the MEC.
2. Establish treasurer/deputy treasurer and candidate signatories for the bank account.
3. Deposit money received into the committee's official bank account only.
4. Withdraw money and write checks from the committee's official bank account.
5. Reconcile committee's official bank account on a regular basis.
6. Manage committee money without mixing (commingling) 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.

Oversee any committee investments and/or savings accounts.

View *Guide to Record-Keeping* and our *filing calendars* on our website for more information on reporting responsibilities and deadlines.

Treasurer's Reporting Responsibilities

1. **File the *Statement of Committee Organization*** within 20 days of becoming a committee or before the date the first disclosure report is due.
2. **File all campaign finance disclosure reports.** Such reports may include:
 - 40 Day Before Election;
 - 8 Day Before Election;
 - 30 Day After Election*;
 - Quarterly Report;
 - 48 Hour Report of Contribution over \$5000**; and
 - 24 Hour Notice of Late Contribution.
3. **File any supplemental forms as required.** Such forms may include:
 - Amended *Statement of Committee Organization*, if any changes in committee information occur;
 - Termination statement and full disclosure report as required by law (see *Terminating a Committee* brochure for more information);
 - Amended financial disclosure reports when necessary.

*Must be filed before candidate may be sworn in

This report must be filed within 48 hours of receiving a contribution or loan over \$5,000, even if it comes from the candidate. The committee must be registered with the MEC **before the report can be filed.