

Campaign Finance: Tips and Reminders

- **The 48 Hour Report of Contribution over \$5,000** is for a single contribution or loan received in an amount over \$5,000 from a single contributor at one time, not multiple contributions or loans that total over \$5,000
- **Campaign Signs** from a prior election can be reused. Record and report as an in-kind contribution received and assign a fair market value. As long as the proper paid for by disclaimer was correct when the signs were paid for, they can be used with no changes.
- **Unopposed Candidates** in the August 2nd primary, must still keep track of all contributions received and expenditures made for that election. Remember, if the thresholds for forming a committee, specific to your candidate type, have been met, you must form a committee.
- **View [Deadlines & Reminders for Aug. 2nd & Nov. 8th, 2016 Elections](#)**, for additional reporting requirements, including the reports required to be filed within 24 or 48 hours.

**24
HOUR**

Late Contribution Report (Committees) Receipt of any contribution (or loan) > \$250 between July 22 – August 1; must be reported within 24 hours of receipt, by any written means and also reported on the committee's next subsequently filed full disclosure report (§130.050.3)

Late Expenditure Report (PACs): A continuing committee (PAC) between July 22-Aug 1, making total expenditures other than contributions to a committee of \$250 or more must file a 24 Hour Late Expenditure Report within 24 hours after making the expenditure (§130.046.3(2))

July Quarterly Report:

Due July 15th

Report through June 30th.

AUGUST 2ND ELECTION REPORTS DUE:

8 Day Before Election Report*:

Due July 25th

Report activity through
July 21st.

30 Day After Election Report*:

Due Sept. 1st

Report activity through
Aug. 27th.

* Only Required if made
contributions or
expenditures (spent or
incurred money) for the
election.

Meet Commissioners Benjamin and Ratermann

Kim Benjamin is a trial attorney at the Benjamin Law Firm, LLC, in Belton, Cass County, MO and is originally from Harrisonville. She attended undergrad at Mizzou and law school in Washington, DC. She is active in her legal community by being on the faculty of the Gerry Spence Trial Lawyers College in Wyoming, on the Board of Directors for the Missouri Association of Criminal Defense Lawyers, and most recently as a volunteer for the Cass County Youth Court. Her term ends March 15, 2020.

Welcome

George Ratermann was appointed to the Commission in May 2016. George resides in Oakville in South St Louis County with his wife Jo Ann. They have two adult children and three granddaughters. George is a retired St Louis Metropolitan Police Department officer where he did crime scene investigations. George is also retired from the US Army Reserve and was a Security Police Officer for the National Geospatial-Intelligence Agency for 5 years. George is looking forward to serving on the Commission. His term ends March 15, 2020.

For a full list of Commissioners see the "[Meet Our Commissioners](#)" section of our website.

Inside this issue: **PAGE ONE** - Campaign Finance Tips & Reminders, New Commissioners
PAGE TWO - AOB, Employee Spotlight, Late Fees, Contact Us

Our Mission: The MEC serves the public interest by promoting and maintaining transparency, accountability, and compliance with campaign finance, lobbying, and conflict of interest laws. We educate and assist the citizens of Missouri, public officials, lobbyists, and those participating in public elections by increasing awareness and understanding of the law. We investigate and enforce these laws consistently.

MEC Employee Spotlight

Melissa Johnson: Employee of the Quarter

Once a quarter, MEC staff have the opportunity to nominate and recognize one of their own as Employee of the Quarter. MEC Paralegal, Melissa Johnson's caseload requires her assistance with obtaining documentation to finalize legal cases. It is her work outside of the routine course of her duties that led to Melissa's nomination. Her work "above-and-beyond" has saved the Commission time and resources. Such behavior shows the dedication Melissa has to the MEC and making the "team" work. Well done Melissa!

Tips & Reminders

Personal Financial Disclosure

Annual Operating Budget (See E-File AOB) →

In order to identify persons required to file a Personal Financial Disclosure (PFD) statement, political subdivisions must confirm whether their Annual Operating Budget (AOB) is:

- Over \$1 million; or
- \$1 million or under

Conflict of Interest Ordinance/Resolution

If you do not adopt (or re-adopt) a conflict of interest ordinance or resolution, ALL elected, appointed, and decision making personnel, as well as candidates, are required to file a PFD.

If you do adopt a new ordinance (or re-adopt your current ordinance), the deadline is **Sept 15th**. The ordinance must be adopted (or re-adopted) every two years at an open meeting. A certified copy must be mailed to MEC within 10 days of the adoption (or re-adoption).

See [§105.485 RSMo](#) for minimum ordinance requirements. In addition to the minimum requirements, consider including the following:

- Penalties for late filing, failing to file or follow ordinance, etc.
- Filing requirements for candidates.

E-File: AOB

Now through Monday August 8th, go to our [website](#) and:

1. **Log in to the** [Political Subdivision E-filing System](#)

(use your political subdivision's log-in information)

2. **Update** subdivision contact information (if necessary)

3. **Confirm** your AOB (you will receive email confirmation)



Provides political subdivisions with an overview of their yearly PFD requirements with the MEC in calendar format.

View : [YEAR AT A GLANCE](#)

Late Fees

- Failure to file campaign finance reports within the required time frame will result in the assessment of a \$10 a day late fee. and \$10 per day thereafter for candidates. All other committees, \$10 per day.
- The 8-Day Before Election Report is assessed at \$100 per day for the first 8 days



i July Quarterly Report Due July 15th: All committees must file.

Physical address:

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Phone: 800-392-8660 573-751-2020

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