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## MISSION

We serve the public interest. We assist and educate the citizens of Missouri, public officials, lobbyists, and those participating in public elections. We create transparency and accountability and consistently enforce campaign finance, conflict of interest, and lobbying laws.

# Campaign Finance Disclosure

## Helpful Hints:

**Reimbursements**—The law requires all reimbursements to be made through the campaign finance committee's official bank account and **does not** directly account for reimbursements to individuals (§130.021.4(1) RSMo). Campaign finance committees should preplan and pay for expenses directly rather than to reimburse someone. These expenses can be paid by writing a check **directly** from the committee bank account or by using a committee debit or credit card. Items including postage, parade expenses, candy, etc., can be paid for by using a petty cash fund.

**NOTE:** When using a debit card, withdrawing money from an ATM is considered the use of cash; the law prohibits the use of cash except through a petty cash fund. Petty cash is limited to \$50 per expenditure.

**Consulting Services**—If consulting services, fees, expenses or similar professional services are used, each specific service provided and the dollar amount prorated for each service must be reported. (§130.041.4 RSMo.)

**Cash**—"Cash" transactions must be made through a petty cash fund and cannot be over \$50 per expenditure. Also, total cash transactions must be the lesser of \$5,000 or 10% of all expenditures made by the committee during that calendar year (§130.031.2 RSMo).

See [CF FAQs](#) for more information.

**REMEMBER:** Keep records for all campaign finance activity, i.e. invoices, statements, receipts, any document that pertains to activity, etc.

See [Page 2 for more campaign finance](#) ➔

## August 7th, 2012 Primary Election Reminders:

- ➔ A Statement of Limited Activity report ([§130.046 RSMo](#)) can be filed in lieu of a full disclosure report, IF
  - Contributions received are \$500 or less since the last disclosure report was filed
  - Expenditures made are \$500 or less since the last disclosure report was filed
  - No single contributor has contributed more than \$300 during the reporting period.
- ➔ Starting with the October Quarterly, your Receipts, Expenditures and Contributions Made will begin at zero for the general election cycle. Money on Hand and Indebtedness will continue to carry over.

# Personal Financial Disclosure (PFD)

## Political Subdivisions Reminders:

### 1. Annual Operating Budget (AOB)

In order to identify those persons required to file a PFD, every political subdivision must confirm whether their AOB is:

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

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### 2. Conflict of Interest Ordinance/Resolution

If you do not adopt or re-adopt an ordinance, 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) 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 failure to follow ordinance;
- Filing requirements for candidates.



# Spotlight on Searches



**Candidate by Election Search** - offers an easy-to-read snapshot of the candidates' financial summaries for those seeking office in a specific election. This search displays information, for the election, from the most recent full disclosure report filed up through the 30-Day After Report.

**Ballot Measure by Election Search** - see money spent and received by a campaign committee for an election's ballot measures.

Select specific search from our website. For campaign finance searches, select "Candidate//Committees", & scroll down to see search options.

## TRAINING

Online Webinars still available for campaign finance training...

**Session A:  
Record-Keeping**

**Session B:  
Reporting**

**REGISTER TODAY**

[www.mec.mo.gov/training](http://www.mec.mo.gov/training) or email request to [training@mec.mo.gov](mailto:training@mec.mo.gov)

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## Campaign Finance

### REPORTING

- ☞ **July Quarterly Report**  
Due July 15 (time period thru June 30)
- ☞ **8 Day before Aug 7 Election Report**  
Due July 30 (time period thru July 26). **Only** required if made expenditures or contributions for August Primary Election
- ☞ Certain activity may require additional reporting; refer to [Supplement Forms](#) tutorial for more info

## Political Subdivisions

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### E-file AOB:

1. Go to our website
2. Log into the [Electronic Filing System](#) (use your political subdivision's log-in information)
3. Update subdivision contact information (if necessary)
4. Update (if necessary) AOB (you will receive an email confirmation)

## Advisory Opinion

[2012.07.CF.003](#)

*A candidate committee must report contributions from the original contributor when a corporation forms a continuing committee and acts as an agent by receiving earmarked contributions for the candidate. The continuing committee must transfer the funds within 5 days and provide the candidate committee with the information required for compliance.*

See [Deadlines & Reminders for Aug 7 Election](#) for other upcoming reports & due dates

## Conflict of Interest

**Q:** Can an elected or appointed public official, employee, or member of the governing body conduct business with the political subdivision? (§105.454, 105.458 RSMo)

**A:** **Only** if the business was awarded to the public official/employee after public notice, competitive bidding and the

award was to the lowest bidder. The public official may perform a service, sale/rent/lease property, or transact business with the political subdivision for no amount greater than \$500 per transaction or \$5,000 a year without bidding/public notice. This requirement applies to officials

and employees serving in executive or administrative capacities.

See [FAQS](#) for more info.

