



# NON-COMMITTEE EXPENDITURE REPORT INSTRUCTIONS

**PURPOSE:** The Non-Committee Expenditure Report is a dual purpose form used to report significant expenditures incurred by individuals and certain entities (not otherwise defined as "committees") in support of or in opposition to candidates and ballot measures.

**NOTE:** For the purpose of this report, an expenditure is defined as the direct purchase of goods or services in behalf of a candidate or committee. Expenditures should not be confused with contributions which take the form of gifts or donations of money or things of value given directly to candidates or committees.

**FUNCTION OF FORM:** This form can be used either as an Independent Expenditure Statement (S-1) or as an Internal Dissemination Report (S-2). Use the following guidelines to determine reporting requirements.

**INDEPENDENT EXPENDITURE STATEMENTS (S-1)** - Individuals and entities, not defined as committees, who make **expenditures** aggregating \$500 or more in support of or in opposition to one or more candidate(s) or ballot measure(s) are required to file this statement. The Missouri statute contains a detailed definition of "committees". Briefly, those **excluded** from the definition of committee are:

- 1) Individuals (other than candidates) who do not accept contributions and who make expenditures and/or contributions with their own funds;
- 2) Corporations, cooperative associations, partnerships, proprietorships, and joint ventures which are not organized or operated primarily to influence the action of voters, accept no contributions, and which make expenditures and/or contributions using their own funds obtained through the normal course of business.
- 3) Labor organizations which are not organized or operated primarily to influence the action of voters, accept no contributions, and which make expenditures and/or contributions using their own funds obtained through dues or fees which were given for the purpose of supporting normal organizational activities.

**INTERNAL DISSEMINATION REPORT (S-2)** - any corporation, association, membership, organization, labor organization, or other entity which is not a committee and which internally disseminates information advocating support of or opposition to any candidate or ballot measure to its members, employees or share holders, the cost of which is more than \$2000 in a calendar year is required to file this report.

## CONTENT OF REPORT:

**ITEM 1:** Enter the date the report is being submitted.

**ITEM 2:** Indicated whether the report being filed is to report an independent expenditure or internal dissemination.

**ITEM 3:** Enter the name of the person or entity responsible for making the expenditure(s).

**ITEM 4:** Enter the full mailing address of the person or entity entered in Item 3.

**ITEM 5:** Enter the telephone number, including area code, of the person or entity entered in Item 3.

**ITEM 6:** Indicate the type of election to which the expenditure(s) applies.

**ITEM 7:** Enter the date of the election to which the expenditure(s) applies.

**ITEM 8:** Indicate the type of report:

- Initial Report: (S-1) An initial report must be filed within 14 days after an aggregate amount of \$500 has been expended. (S-2) An initial report must be filed with 14 days after an aggregate amount of \$2000 has been expended in a calendar year.
- Expenditures made within 14 days of the election must be reported no later than 48 hours after making the expenditure.
- Late Expenditure Report: If any expenditure amounting to \$500 or more is made within 14 days prior to an election, a report must be made within 48 hours after the date of such an expenditure.

**Column 9:** Enter the name of the candidate of the title of the ballot measure to which to expenditure applies.

**Column 10:** Enter the office sought by the candidate named in Column 9 and political subdivision, or, in the case of a local ballot measure, the political subdivision only.

**Column 11:** Indicate whether the expenditure was made in support of or in opposition to the candidate or ballot measure named in Column 9.

**Column 12:** Enter the name and address of the person or entity to whom the expenditure was made.

**Column 13:** Enter a brief description of the nature and purpose of the expenditure.

**Column 14:** Enter the date of the expenditure.

**Column 15:** Enter the amount of the expenditure.

**Item 16:** Add the amounts of the expenditures entered in Column 15 and enter the total.

**Item 17:** This report must be signed by the person responsible for making the expenditure or by his/her authorized agent.

**NOTE: Expenditures by non-committees made in support of or in coordination or consultation with a candidate or committee, which are recorded and reported as in-kind contribution by the candidate or committee supported are not required to be reported on this statement.**

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