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Reporting

[July Reporting Reminder](#)

The following reports are due in July:

- All authorized committees of House and Senate candidates must file a quarterly report by July 15, 2015. The report covers financial activity from April 1 (or the day after the closing date of the last report) through June 30;
- Authorized committees of Presidential candidates must file a report by July 15, if they are quarterly filers (the report covers financial activity from April 1 through June 30), or by July 20, if they are monthly filers (the report covers activity for the month of June); and
- National party committees, political action committees (PACs) following a monthly filing schedule and state, district and local party committees that engage in reportable "federal election activity" (see the "State, District and Local Party Committees" section below) must file a monthly report by July 20. This report covers activity for the month of June.
- All other PACs and party committees must file a Mid-Year Report by July 31 (the report covers financial activity from January 1 through June 30). 11 CFR 104.5.

Committees that participate in [special elections](#) may need to file additional pre- and post-election reports that are not accounted for above. Remember, reporting periods always begin with the closing date of the last report filed.

The Commission will host [reporting workshops and webinars](#) for candidates on June 24 and for PACs and party committees on July 8 to help filers prepare their reports.

Notification of Filing Deadlines

In addition to publishing this article and the online reporting tables, the Commission notifies committees of filing deadlines through reporting reminders called prior notices. Prior notices are distributed exclusively by electronic mail, so every committee should ensure that the

email address on its [Statement of Organization \(FEC Form 1\)](#) is current. Each committee may list up to two email addresses. To amend Form 1, electronic filers must submit Form 1 filled out in its entirety. Paper filers should include only the committee's name, address, FEC identification number and the updated or changed portions of the form.

Treasurer's Responsibilities

The Commission provides reminders of upcoming filing dates as a courtesy to help committees comply with the filing deadlines set forth in the Federal Election Campaign Act (the Act) and Commission regulations. Committee treasurers are responsible for filing committee reports on time. Not receiving a prior notice does not excuse committee treasurers for failing to comply with any filing deadline.

Filing Electronically

Under the Commission's mandatory electronic filing regulations, individuals and organizations required to file with the FEC that receive contributions or make expenditures, including independent expenditures, aggregating in excess of \$50,000 in a calendar year — or have reason to expect to do so — must file all reports and statements electronically.^[fn1] Reports filed electronically must be received and validated by the Commission by 11:59 p.m. Eastern Time on the filing date. 11 CFR 100.19(c). Electronic filers who file on paper or submit an electronic report that does not pass the Commission's validation program by the filing deadline will be considered nonfilers and may be subject to enforcement actions, including administrative fines. 11 CFR 104.18(a)(2) and (e).

Senate campaigns and other committees that file with the Secretary of the Senate must file their FEC reports on paper, but may file an additional unofficial electronic copy of their report with the Commission in order to speed up disclosure.

The Commission's electronic filing software, FECFile, is free and can be downloaded at <http://www.fec.gov/electfil/updateslist.htm>. All reports filed after March 13, 2014, must be filed in Format Version 8.1.0.1. Reports filed in previous formats will not be accepted. Filers may also use commercial or privately developed software as long as the software meets the Commission's format specifications, which are available on the Commission's website. Committees using commercial software should contact their vendors to ensure their software meets the latest specifications.

Timely Filing for Paper Filers

Registered and Certified Mail. Reports sent by registered or certified mail must be post-marked on or before the filing deadline to be considered timely filed. A committee sending its reports by certified or registered mail should keep its mailing receipt with the U.S. Postal Service (USPS) postmark as proof of filing because the USPS does not keep complete records of items sent by certified or registered mail. A committee sending its report by registered mail should keep its proof of mailing. Note that a certificate of mailing from the USPS is not sufficient to prove that a report is timely filed using registered, certified or

¹The regulation covers individuals and organizations required to file reports of contributions and/or expenditures with the Commission, including any person making an independent expenditure. 11 CFR 104.18(a). Disbursements for "electioneering communications" are not considered "expenditures" and thus do not count toward the \$50,000 threshold for mandatory electronic filing. See 11 CFR 104.18(a).

overnight mail. See 52 U.S.C. § 30104(a)(5) and 11 CFR 100.19(b) and 104.5(e) and (i). *Overnight Mail.* Reports sent via overnight mail ^[fn2] will be considered timely filed if the report is postmarked on or before the filing deadline. A committee sending its reports by Priority Mail or Priority Express Mail, or by an overnight delivery service, should keep its proof of mailing or other means of transmittal of its reports. See 52 U.S.C. § 30104(a)(5) and 11 CFR 100.19(b) and 104.5(e).

Other Means of Filing. Reports sent by other means — including first class mail and courier — must be received by the FEC (or the Secretary of the Senate) before close of business on the filing deadline. See 11 CFR 100.19(b) and 104.5(e). (If the deadline falls on a weekend or federal holiday, such filers should plan accordingly and file reports by the close of business on the last business day before the filing deadline.)

Forms may be downloaded at <http://www.fec.gov/info/forms.shtml> and are available from FEC Faxline, the agency's automated fax system (202/501-3413). The [2015 Reporting Schedule](#) is also available on the FEC's website at http://www.fec.gov/info/report_dates_2015.shtml. For more information on reporting, call the FEC at 800/424-9530 or 202/694-1100.

State, District and Local Party Committees

State, district and local party committees that engage in reportable "federal election activity" must file on a monthly schedule. See 11 CFR 300.36(b) and (c)(1). Other committees may file on a semi-annual schedule in 2015. See 11 CFR 104.5(c)(2)(i).

National Party Committees

National committees of political parties must file on a monthly schedule. 52 U.S.C. § 30104(a)(4)(B) and 11 CFR 104.5(c)(4).

Political Action Committees

PACs (separate segregated funds, committees with non-contribution accounts (Hybrid or Carey PACs), independent expenditure-only committees (Super PACs) and other nonconnected committees) that filed on a quarterly basis in 2014 file on a semi-annual basis in 2015. Monthly filers continue on a monthly schedule. PACs may change their filing schedule, but must first notify the Commission in writing. Electronic filers must file this request electronically. A committee may change its filing frequency only once a year. 11 CFR 104.5(c). The committee will receive a letter from the Commission approving the frequency change.

Additional Information

For more information on 2015 reporting dates:

- Call and request the reporting tables from the FEC at 800/424-9530 or 202/694-1100;
- Fax the reporting tables to yourself using the FEC's Faxline (202/501-3413, document 586); or
- Visit the FEC's web page at http://www.fec.gov/info/report_dates_2015.shtml to view the reporting tables online.

²As used here, "overnight mail" includes Priority or Priority Express Mail having a delivery confirmation, or an overnight service with which the report is scheduled for next business day delivery and is recorded in the service's online tracking system. See 11 CFR 100.19(b)(1) and (b)(3)(i). Note that "Express Mail" as referred to in FEC regulations has been renamed "Priority Express Mail" by the USPS.

(Posted 06/22/2015; By: Katherine Carothers)

Resources:

- [2015 Reporting Dates](#)
- [Compliance Map](#)
- [FEC Electronic Filing](#)

Advisory Opinions

[AO 2015-01: Green-Rainbow Party Qualifies as State Party](#)

The Green-Rainbow Party (GRP) satisfies the criteria for state party committee status.

Background

Under the Federal Election Campaign Act (the Act) and Commission regulations, a state party committee is an organization that by virtue of the bylaws of a political party is part of the official party structure and is responsible for the day-to-day operation of a political party at the state level, as determined by the Commission. 52 U.S.C. § 30101 (15); 11 CFR 100.14(a). In order for a committee to qualify as a state party committee, there must also be at least one candidate for federal office whose name appears on the ballot as a party candidate.

Analysis

The Commission determined that GRP qualifies as a state committee because: (1) the Green Party of the United States (Green Party) qualifies as a political party; (2) GRP is part of the official Green Party structure; and (3) GRP is responsible for the day-to-day operation of the Green Party at the state level in Massachusetts. The Green-Rainbow Party also placed a candidate for President of the United States, Jill Stein, on the 2012 Massachusetts general election ballot. See also, Advisory Opinions (AOs) [2012-39](#) (Green Party of Virginia), and [2012-36](#) (Green Party of Connecticut).

GRP had previously qualified as a state party committee in 2004, but the FEC administratively terminated the committee in 2014 for failing to file FEC reports. See, [AO 2004-09](#).

Date Issued: June 18, 2015; Length: 4 pages

(Posted 06/22/2015; By: Jonella Culmer)

Resources:

- [Advisory Opinion 2015-01](#) [PDF]
- [Commission Discussion of Advisory Opinion Request 2015-01](#) 

[Pending Advisory Opinion Requests as of June 30, 2015](#)

Advisory Opinion Requests (AORs) pending before the Commission as of the end of the month are listed below. Procedures for commenting on pending AORs are [described here](#).

- [AOR 2015-02](#) [PDF] Charitable matching of contributions with Canadian charity as donee (Grand Trunk Western Railroad - Illinois Central Railroad PAC, May 27, 2015)
- [AOR 2015-03](#) [PDF] Vendor collecting and forwarding contributions from individuals to political committees (Democracy Rules, Inc., June 4, 2015)
- [AOR 2015-04](#) [PDF] Use of candidate's name in a website operated by a nonconnected political committee (Collective Actions PAC, June 8, 2015)
- [AOR 2015-05](#) [PDF] Testamentary bequest to national party committee (Alexina Shaber, June 22, 2015)

(Posted 07/01/2015; By: Dorothy Yeager)

Resources:

- [Advisory Opinion Search](#)

Litigation

[FEC v. Johnson, Case 2:15-cv-00439 \(D. Utah, 6/19/2015\) \(New\)](#)

On June 19, 2015, the Commission filed suit against Utah businessman Jeremy Johnson alleging that he knowingly and willfully violated the Federal Election Campaign Act (the Act) by using straw donors to exceed the contribution limits. The FEC seeks declaratory and injunctive relief, as well as appropriate civil penalties against Mr. Johnson.

Background

The Commission's complaint alleges that during the 2009-2010 election cycle, Jeremy Johnson made contributions to three federal candidates that exceeded applicable limits and were made in the names of other persons. Over the course of the election cycle, Johnson contributed through straw donors approximately \$100,000 to Mark Shurtleff's United States Senate campaign, about \$50,000 to Mike Lee's Senate campaign, and about \$20,000 to then-Senate Majority Leader Harry Reid's re-election campaign. In the process, he advanced or reimbursed approximately \$170,000 to the straw donors he recruited to contribute to the campaigns.

In 2009, Johnson met with John Swallow, Utah's Chief Deputy Attorney General and a fundraiser for the Shurtleff campaign. Johnson offered to write a check for Shurtleff's campaign in an amount that would exceed the Act's limits. Mr. Swallow explained the statutory contribution limit that applied to federal campaigns. Johnson then entered into arrangements or understandings with friends, family members, and business associates that they would contribute funds to Shurtleff's campaign and that he would supply them with the funds for those contributions, which collectively amounted to approximately \$100,000.

In 2010, Johnson used a similar arrangement to contribute approximately \$50,000 to Mike Lee's Senate campaign, and approximately \$20,000 to Reid's campaign. Johnson made these contributions voluntarily and with an awareness that they were unlawful.

Administrative Complaint

The Act and Commission regulations limit the amount individuals can contribute to federal candidates and further state that "no person shall make a contribution in the name of another person," nor may any person "knowingly help or assist" any person in making a contribution in the name of another. 52 U.S.C. §§ 30116(a)(1)(A) and 30122, 11 CFR 110.1 (b) and 110.4(b)(iii). During the 2009-10 election cycle, the limit on an individual's contributions to a federal candidate was \$2,400 per election.

On June 30, 2014, the Commission received an administrative complaint alleging, among other things, that Johnson used the names of others to contribute \$50,000 to the Lee Senate campaign. The complaint provided the names of straw donors as well as the details of Mr. Swallow's discussions with Johnson. After investigation, the FEC found reason to believe that Johnson had knowingly and willfully violated 52 U.S.C. § 30116(a)(1)(A) and § 30122 by making excessive contributions in the names of others.

The FEC notified Mr. Johnson of its findings and endeavored to correct his violations through informal methods of conference, conciliation, and persuasion. Unable to secure an acceptable conciliation agreement, the FEC authorized filing suit against Johnson. The Commission seeks a declaration that Johnson's contributions were violations of 52 U.S.C. § 30116(a)(1)(A) and § 30122. The FEC further seeks a permanent injunction against similar future violations by Mr. Johnson, and appropriate civil penalties.

(Posted 07/01/2015; By: Christopher Berg)

Resources:

- *FEC v. Johnson* [Ongoing Litigation Page](#)

[Level the Playing Field, et al. v. FEC \(New\)](#)

On June 22, 2015, Level the Playing Field, Dr. Peter Ackerman, the Green Party of the United States and the Libertarian National Committee (collectively, plaintiffs) filed suit in the U.S. District Court for the District of Columbia. The plaintiffs claim that the Commission has unlawfully failed to act on both an alleged administrative complaint and a rulemaking petition involving the FEC's candidate debate regulations. In their court complaint, the plaintiffs allege that the Commission on Presidential Debates (CPD) has, in conducting its candidate debates, made prohibited contributions to candidates, impermissibly accepted corporate contributions, and failed to register and report as a political committee with the FEC.

Background

Level the Playing Field describes itself as a "nonpartisan, nonprofit corporation not affiliated with any candidate or candidate committee...[whose] purpose is to promote reforms that allow for greater competition and choice in elections for federal office, particularly for the Presidency and Vice Presidency."

The FEC's regulations on candidate debates provide that tax-exempt 501(c)(3) and (c)(4) organizations may serve as "staging organizations" for federal candidate debates

provided that they “do not endorse, support, or oppose political candidates or political parties” and that they use “pre-established objective criteria to determine which candidates may participate in a debate.” Further, a staging organization “shall not use nomination by a particular political party as the sole objective criterion to determine whether to include a candidate in a debate.” 11 CFR 110.13(c). While the Federal Election Campaign Act (the Act) and FEC regulations prohibit corporations from making certain contributions or expenditures in connection with federal elections, 501(c)(3) or (c)(4) staging organizations are permitted to accept corporate or labor union funds to defray costs incurred in staging candidate debates. 11 CFR 114.4(f)(1). See also 52 U.S.C. § 30118(a).

Legal Challenge

In their court complaint, the plaintiffs allege that the CPD supports only the Democratic and Republican Parties and opposes third party and independent candidate participation in the presidential debates that it hosts. The plaintiffs assert that the CPD defers to the major parties and their candidates to determine who to invite to the general election debates and that the CPD has no rules that would prevent members of the board of the CPD from engaging in partisan activities.

The plaintiffs further allege that the CPD does not use “objective criteria” when considering which candidates will be included in debates. For instance, the plaintiffs allege that the CPD’s published criteria for participation in the general election presidential debates in 2012 required, among other things, that each candidate have a level of support of at least 15 percent of the national electorate as determined by five selected national public opinion polling organizations. The plaintiffs maintain that the 15 percent polling threshold is biased against independent and third party candidates since no third party or independent candidate has satisfied this criterion since it was implemented.

As a result of this alleged failure to establish fully objective criteria for participation in the presidential debates, the plaintiffs contend in their court complaint that the CPD has violated the Act by accepting corporate contributions to defray its expenses and has made impermissible contributions to candidates by offering them free television time. The plaintiffs also allege that the CPD does not qualify as a “staging organization” under FEC rules, and is instead a political committee that has failed to register and file reports with the FEC, as required by the Act. See 52 U.S.C. §§ 30103-30104.

The plaintiffs’ suit follows a rulemaking petition *Level the Playing Field* filed with the FEC late last year. The petition, which was published for comment in November 2014, asked that the Commission amend its rules on candidate debates to require debate sponsors to use objective, unbiased criteria that do not require candidates to satisfy a polling threshold as the exclusive means of access to participating in presidential and vice presidential general election debates.

The plaintiffs ask the district court to find that the FEC’s claimed failures to act on the alleged administrative complaint and the rulemaking petition are both contrary to law. The plaintiffs also request that the court direct the FEC to find that CPD has violated the Act and also direct the FEC to initiate a rulemaking to revise its regulations governing presidential debates.

(Posted: 07/01/2015; By: Myles Martin)

Resources:

- *Level the Playing Field v. FEC et. al* [Ongoing Litigation page](#)
- *Record* article (11/18/2014): [Petition for Rulemaking on Candidate Debates](#)

Commission

FEC Moves to 18-Digit Image Indexing System

On June 29, 2015, the Commission plans to begin using 18-digit codes to identify the scanned images of FEC reports available on the agency's website. Most users should not notice any difference, but some who write computer code to access FEC reports and data may need to modify their scripts.

The new 18-digit codes will appear in the web address for all future committee filing images. Images coded prior to June 29, will retain the 11-digit code the Commission had previously used. The seven additional characters allow the Commission to accommodate longer reports, and eliminate the need for continuation reports. The new code also includes a four-digit year, thereby helping the agency avoid a potential Y2K-type issue later this century.

The Commission released a "[Notice for Transitioning Links on FEC.Gov](#)" last year to help website users navigate similar changes.

Crack the Code:

11-digit Image Number Format

YYOORRRFFFF

YY - scanning year

OO - office (01 - House, 02 - Senate, 03 - FEC Paper, 9x - FEC Electronic)

RRR - reel number

FFFF- frame number

New 18-digit Image Number Format

YYYYMMDDSSPPPPPPPP

YYYY - scanning year

MM - scanning month

DD - scanning day

SS - source (02 - Senate, 03 - FEC Paper, 9x - FEC Electronic)

PPPPPPPP - page (reset to zero every year on January 1)

(Posted 06/09/2015; By: Alex Knott)

Resources:

- [Link Transition Notice](#)
- [FEC Data Dictionaries](#)
- [Using FEC Public Records](#)

Outreach

[Preparing for the Next Election](#)

This article highlights some basic rules for candidates and campaign committees as they prepare for the 2016 elections.

Candidate Registration

Individuals running for federal office must register and designate a principal campaign committee within 15 days of becoming a "candidate." 11 CFR 101.1(a) and 102.12. This requirement applies to all candidates, including incumbents who qualify as candidates for a future election ([see below](#)).

Under federal law, an individual becomes a "candidate" when the individual or persons authorized to conduct campaign activity on his or her behalf receive over \$5,000 in contributions or make over \$5,000 in expenditures. 11 CFR 100.3(a)(1) and (2). Unauthorized campaign activity on behalf of a candidate may also trigger candidate status unless the individual disavows the activity by writing a letter to the FEC within 30 days after being notified by the agency that unauthorized activity, either by itself or when combined with any activity authorized by the individual, has exceeded \$5,000. 11 CFR 100.3(a)(3) and 102.13(a)(2).

Testing the Waters Exemption

FEC regulations include a registration and reporting exemption for individuals who are exploring a potential candidacy, but have not decided whether to enter the race. 11 CFR 100.72. This testing the waters exemption allows individuals to raise and spend funds to travel, conduct polling and engage in other activities aimed at gauging the viability of candidacy without having to register or file reports with the FEC. For more information, consult our [Testing-the-Waters brochure](#) and [e-learning video](#).

Designation of Committee

Candidates must designate a principal campaign committee by filing a Statement of Candidacy, FEC Form 2 (or by filing a letter containing the same information) within 15 days after becoming a "candidate." 11 CFR 101.1(a).

Registration by Principal Campaign Committee

Within 10 days after it has been designated by the candidate, the principal campaign committee must register by filing a Statement of Organization, FEC Form 1. 11 CFR 102.1(a).

Designation of Other Authorized Committees

In addition to designating a principal campaign committee, a candidate may designate other authorized committees to receive contributions and make expenditures on his or her behalf, using the following steps:

- The candidate designates the authorized committee by filing a statement (either an FEC Form 2 or a letter) with the principal campaign committee. 11 CFR 101.1(b) and 102.13(a)(1).
- Within 10 days after being designated by the candidate, the authorized committee must file a registration statement (FEC Form 1) with the candidate's principal campaign committee. 11 CFR 102.1(b). (The name of the committee must include the candidate's name. 11 CFR 102.14(a).)

The principal campaign committee, in turn, files both forms.

Registration Forms 1 and 2

Like all FEC forms, the Statement of Organization (FEC Form 1) and Statement of Candidacy (FEC Form 2) are available from the FEC by mail, via our [automated Faxline](#) and on our [website](#). Beginning this year, most federal candidates and committees can use [web-forms](#) to register with the Commission online. These online submissions are considered electronic filings and obligate the committee to file all of its reports and statements electronically for the remainder of the calendar year. Senate candidates cannot file electronically, but may print paper copies of the completed webforms and [file those with the Secretary of the Senate](#). See 11 CFR 104.18. House and Presidential candidates must file Forms 1 and 2 electronically if they meet the criteria for mandatory e-filing, described in the next paragraph.

E-Filing

Campaign committees of House and Presidential candidates must file all reports and statements electronically if their total contributions or total expenditures exceed, or are expected to exceed \$50,000 in a calendar year. 11 CFR 104.18(a). The mandatory electronic filing rules do not apply to Senate candidates or other committees that file with the Secretary of the Senate. Senate campaigns must file their official reports on paper.

Committees filing with the FEC that are not required to file electronically are encouraged to do so voluntarily. Please note, once a committee begins to file its reports electronically, on a voluntary basis, it must continue to file electronically for the remainder of the calendar year unless the Commission determines that extraordinary and unforeseeable circumstances make continued electronic filing impracticable. 11 CFR 104.18(b).

Where to File Forms 1 and 2

Campaigns for the U.S. House and Presidency file their reports, statements and amendments directly with the FEC; U.S. Senate candidates and their principal campaign committees file with the Secretary of the Senate. 11 CFR Part 105.

Candidates Who Ran in Previous Elections

A candidate who ran in a previous election must file a new Statement of Candidacy within 15 days after qualifying as a "candidate" (as defined above) for an upcoming election cycle or future election. The candidate may either designate a new principal campaign committee or redesignate his or her previous principal campaign committee (if it has not terminated). A newly designated committee will receive a new FEC identification number, while a redesignated committee retains its original number. If the candidate names a new committee, that committee must file its Statement of Organization with the Commission within

10 days of being designated. 102.2(a)(1). If the candidate redesignates an existing committee, the committee need only amend its Statement of Organization if there has been any change in the information on it (e.g., a change in the committee's name, address or treasurer). The committee must file the amendment within 10 days of the change in information, by filing with the Commission either FEC Form 1 or a letter noting the changes. 11 CFR 102.2(a)(2).

Ballot Access

Registration with the FEC does not mean that the individual has qualified to have his or her name placed on the ballot. State law governs ballot access requirements for federal offices; for information, consult the appropriate state authority. For a list of state election offices, consult the FEC's *Combined Federal/State Disclosure and Election Directory* at <http://www.fec.gov/pubrec/cfsdd/cfsdd.shtml>.

Employer Identification Number

The IRS requires political committees to obtain a tax ID number, formally referred to as an employer identification number (EIN). Your committee will need this number to open a bank account. The quickest way to obtain your committee's EIN is via the IRS's website at <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/How-to-Apply-for-an-EIN>. Please note: This number is not the same number as your FEC committee ID number. The FEC does not issue EINs, nor may FEC staff answer questions about the rules that pertain to them or other tax law requirements. Please visit <http://www.irs.gov/polorgs> for information about IRS requirements for political organizations.

Personal Financial Information

New and ongoing candidates will need to file disclosures of their personal finances with the following offices:

- Candidates for the US House of Representatives should contact the [House Committee on Ethics](#) at (202) 225-7103;
- Candidates for the US Senate should contact the [Senate Select Committee on Ethics](#) at (202) 224-2981; and
- Candidates for US President and Vice President should review a [Legal Advisory issued by the Office of Government Ethics](#) and contact the FEC's Office of General Counsel's General Law and Advice Division at (800) 424-9530. (Personal financial disclosure reports filed by Presidential and Vice Presidential candidates (excluding the incumbent) are available from the FEC's Public Records Office at (800) 424-9530 (press 2).)

Questions and information pertaining to the disclosure of a candidate's personal finances should be directed to the appropriate offices listed above.

Fundraising and Contribution Limits

Contribution Limits

Some of the contribution limits that apply to federal candidates are adjusted for inflation each election cycle, so it's important to consult the chart at <http://www.fec.gov/info/contriblimitschart1516.pdf> to ensure your fundraising complies with the limits for the 2015-16 election cycle.

Candidate's Personal Funds/Contributions from Family Members

When candidates use their personal funds for campaign purposes, they are making contributions to their campaigns. While the candidate's personal contributions must be reported, they are not subject to the limits referenced above. 11 CFR 110.10. Please note, however,

that this exception applies only to the candidate's own contributions and not to contributions from members of the candidate's family. Their contributions are subject to the same limits that apply to any other individual. For more information on contributions from candidates personal funds, consult the *Campaign Guide for Congressional Candidates and Committees*, [Chapter 4, Section 12](#).

Designating Contributions

As noted in the limits chart referenced above, contributions to candidates are limited on a per election basis, with the primary and general considered separate elections. Campaign committees should encourage contributors to designate contributions in writing for specific elections since undesignated contributions automatically count against the donor's limit for the candidate's next election. 11 CFR 110.1(b)(2)(ii), (4)(i), (ii) and (iii). For example, an undesignated contribution to a House candidate received in 2015 would count against the 2016 primary election limit. Campaign committees must retain copies of contribution designations for three years. 11 CFR 102.9(c) and (f).

Debt Retirement for a Previous Election

A campaign may accept contributions after an election to retire election debts provided that it satisfies the following requirements:

- The contribution is designated in writing specifically for the election for which the debt was incurred (since an undesignated contribution counts against the donor's limit for the candidate's next election). For example, a donor should label a contribution to retire the 2014 general election debt as "2014 general debt."
- The contribution, when combined with the contributor's other contributions toward the designated election does not exceed that person's limit for the designated election; and
- The campaign has net debts outstanding for the designated election on the day it receives the contribution. 11 CFR 110.1(b)(3)(i). (A campaign's net debts outstanding consist of unpaid debts incurred with respect to the election plus estimated costs to liquidate the debts minus cash on hand and receivables for that election.) 11 CFR 110.1(b)(3)(ii).

Reporting Issues

Disclosing Contributions for Two Election Cycles in One Report

If a candidate chooses to redesignate his or her principal campaign committee from a prior election to a future election, then that committee must continue to report the debts from the previous election as well as contributions designated to retire them. 11 CFR 104.11. Under these circumstances, a candidate who has received both 2014 general election debt retirement contributions and 2016 primary election contributions must disclose both on the same FEC report. On the Summary Page of Form 3 (Reports of Receipts and Disbursements), the campaign may indicate that the report contains activity for both the primary and general elections by checking the applicable boxes. When itemizing contributions on Schedule A, campaigns must check the primary or general election box when itemizing contributions for the regularly scheduled elections in the current cycle. By contrast, campaigns must check the "other" box when itemizing debt retirement contributions for the previous election cycle, and note the specific election to which the contribution applies.

Disclosing Debts from a Previous Election Cycle

Redesignated campaign committees must continue to report outstanding loans and debts remaining from previous elections on Schedules C and D. 11 CFR 104.11. For information on reporting debts and other related issues, consult the *Campaign Guide for Congressional Candidates and Committees*, [Chapter 14](#).

Training Opportunities

The FEC offers new and ongoing committees a number of opportunities to promote voluntary compliance with the federal campaign finance laws. These opportunities include the following:

- Committees can attend a two-day, [regional conference](#) where Commissioners and staff conduct a variety of technical workshops on the law;
- Committees can attend a [day-long webinar](#) or [online roundtable workshop](#) for an overview of the rules, or to focus on a specific topic ranging from election year communications to reporting; and
- Committees can take advantage of a variety of instructional materials, including [video workshops and interactive presentations](#) that act as a supplement to our outreach programs and allows committees to test their knowledge on the federal campaign finance laws.
- For the latest training opportunities, please visit the Educational Outreach page of FEC.gov and subscribe to FECMail to receive email updates when registration opens for a program or new information becomes available.

Where to Obtain More Information

For more information about running for federal office, please call or email the FEC's Information Division at 800-424-9530 (press 6) or info@fec.gov.

(Posted 06/25/2015; By: Katherine Carothers)

Resources:

- [Campaign Guide for Congressional Candidates](#) [PDF]
- [Resources for Committee Treasurers](#)

[FEC to Host July 8 FECFile Webinar for PACs and Party Committees](#)

The Commission will offer a FECFile workshop for PACs and Party Committees on July 8, 2015. This workshop will demonstrate the Commission's FECFile software and address questions filers may have concerning electronic filing.

Webinar Information. The session will be available in a webinar format to online attendees. Additional instructions and technical information will be provided to those who register.

Registration Information. The registration fee is \$25. A full refund will be made for all cancellations received before 5 p.m. Eastern Time on Thursday, July 2; no refunds will be made for cancellations received after that time. Complete registration information is available on the FEC's website at <http://www.fec.gov/info/outreach.shtml#roundtables>.



Registration Questions

Please direct all questions about the roundtable/webinar registration and fees to Sylvester Management at 1-800/246-7277 or email Rosalyn@sylvestermanagement.com. For other questions call the FEC's Information Division at 800/424-9530 (press 6), or send an email to Conferences@fec.gov.

Roundtable Schedule:

Reporting Workshops/Webinars

July 8, 2015

Online Only

FECFile for PACs & Party Committees, 1:00 - 2:30 PM ET

(Posted 06/04/2015; By: Jonella Culmer)

Resources:

- [FEC Educational Outreach Opportunities](#)
- [Filing Dates](#)



[FEC to Host Chicago Conference in August](#)

The Commission will hold a regional conference in Chicago, Illinois, on August 25-26, 2015. Commissioners and staff will conduct a variety of technical workshops on the federal campaign finance laws affecting federal candidates, parties and PACs. Workshops are designed for those seeking an introduction to the basic provisions of the law as well as for those more experienced in campaign finance law. To view the conference agenda or to register for the conference, please visit the conference website at <http://www.fec.gov/info/conferences/2015/chicago.shtml>.



Hotel Information. The conference will be held at the DoubleTree Hotel Chicago - Magnificent Mile, centrally located at 300 East Ohio Street. To make hotel reservations and reserve the group rate of \$166 per night, visit the hotel website at http://doubletree.hilton.com/en/dt/groups/personalized/C/CHIMMDT-FEC-20150825/index.jhtml?WT.mc_id=POG by August 3, 2015. Alternatively, participants can call the Central Reservations Office at 1-800-222-8733, 24-hours a day, 7 days a week (be sure to use the group name "FEC Regional Conference" in order to receive the contracted rate.) Please wait to make hotel and air reservations until you have received confirmation of your conference registration from our contractor, Sylvester Management Corporation.

Registration Information. The registration fee is \$590 per attendee, which includes a \$30 nonrefundable transaction fee. The registration fee increases to \$615 per attendee for registrations received after July 31, 2015. A refund (minus the transaction fee) will

be made for all cancellations received by July 31, 2015; no refund will be made for cancellations received after that date. Complete registration information is available online at <http://www.fec.gov/info/conferences/2015/chicago.shtml>.

Workshop Materials. Attendees may elect to receive electronic copies of workshop materials in advance for use on their personal electronic devices. Alternatively, conference attendees may elect to receive a binder with printed materials at the conference.

FEC Conference Questions

Please direct all questions about conference registration and fees to Sylvester Management Corporation (Phone: 1-800/246-7277; email: Rosalyn@sylvestermanagement.com). For other questions about the conference and workshops, call the FEC's Information Division at 1-800/424-9530, or send an email to conferences@fec.gov.

(Posted 06/12/2015; By: Isaac Baker)

Resources:

- [FEC Educational Outreach Opportunities](#)