

CAMPAIGN FINANCE DISCLOSURE TRAINING



Political Party Committees

Topics

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What is a Committee?

- Committees are “persons” or groups that:
 - Receive contributions or make expenditures to influence voters to vote for or against the nomination or election of a candidate;
 - Receive contributions or make expenditures to influence voters for the qualification, passage or defeat of a ballot question;
 - Make independent expenditures to influence voters;
 - Or receive contributions or make expenditures to assist a political party in qualifying for ballot access in Michigan

Michigan Campaign Finance Act (MCFA) Committee Types

- [Ballot Question Committees](#)
- [Political Action Committees](#) (PACs)
 - PACs
 - Independent PACs
 - Caucus
 - Super PACs
- [Political Party Committees](#)
- [Candidate Committees](#)

What is a Political Party Committee?

- The MCFA provides for a political party to have one
 - State Central Political Party Committee,
 - one Congressional District Political Party Committee per congressional district
 - and one County Political Party Committee per county.

WHERE TO START

- File the Committee's [Statement of Organization](#)
- Read the [Political Party Committee Manual](#)
 - [Appendices](#)
- Know your [Dates & Deadlines](#)
- Become familiar with the [MCFA](#)
- Familiarize yourself with [MERTS](#) well before the filing deadline

The Statement of Organization

- A political party organization that is covered by the MCFA registers as a committee by filing a [Statement of Organization](#) with the Department of State's Bureau of Elections in Lansing.
- The Statement of Organization is the first Campaign Finance Form required to be filed by a Political Party Committee.
- Statement of Organization forms may be filed [electronically](#) from Secretary of State's website.

When is the Statement of Organization Due?

- The Statement of Organization (SofO) is due within 10 days after meeting the definition of a committee
- Once the \$500.00 threshold is met, the Political Party Committee has ten (10) calendar days to form and register with the appropriate filing official by submitting the SofO form.
 - Example: A group meets the definition of a committee on May 1st
 - The SofO must be filed by May 11th

Are Their Fines for Filing the SofO Late?

- **YES!** - The fee for filing a Statement of Organization late accrues at a rate of \$10/business day to a maximum of \$300.00

The Reporting Waiver

Section 169.224 (5, 6)

- The Reporting Waiver exempts Committees who do not anticipate spending/receiving over \$1000.00 per calendar year from filing campaign statements
- The committee must answer Yes in the Reporting Waiver section of the SofO to request the waiver
- Financial activity must still be recorded and tracked
- The waiver does **not** exempt committees from filing:
 - The original (or any amended) Statement of Organization
 - Late Contribution Reports

The Reporting Waiver (cont.)

- When the Reporting Waiver is Lost
 - Once a committee spends/receives over \$1000.00, the next campaign statement is required.
 - The \$1000.00 threshold includes debts owed, balances from previous calendar years and all contributions both direct and in-kind
- How to regain the Reporting Waiver
 - By filing an Amended SofO once the committee's ending balance is below \$1000.00

Political Party Contribution Limits

- Contribution Limits from legal sources to Political Party Committees are unlimited.

Note: A person may not contribute more than \$40,000.00 in a calendar year to a House or Senate Caucus Committee. The caucus committee also may not accept contributions that exceed this limit.

Note: IEC/Super PACs are not allowed to give to other types of PACs, Candidate Committees, and Political Party Committees because they are allowed to accept corporate money.

Political Party Contribution Limits to Candidate Committees

- A contribution limit to a Candidate Committee is the amount of money a Political Party is allowed to contribute based on the office the candidate is running for and the [Election Cycle](#) of the candidate.

What is an Election Cycle?

- **General election:** The election cycle begins the day following the last general election in which the office appeared on the ballot and ends on the day of the next general election in which the office appears on the ballot.
- **Special election:** The election cycle begins the day the special general election is called or the date the office becomes vacant (whichever is earlier) and ends on the day of the special general election.

Prohibited Contributions

- A Political Party Committee may ***not*** keep a contribution from the following:
 - Labor Unions
 - Corporations
 - Ballot Question Committees*
 - Domestic Dependent Sovereigns (Indian Tribes)*
 - Public Body Funds or use of Public Facilities (Section 57)
 - Detroit Casino and Supplier Licensees
 - Foreign Nationals (Federal Prohibition)
 - Anonymous (Must be donated to charity)
 - Cash over \$20
 - Earmarked

Prohibited Contributions (cont.)

- If the committee receives a prohibited contribution:
 - Return the contribution
 - If funds were deposited the receipt and return must be disclosed on the next campaign statement. A copy of the letter and the check returning the contribution is required
 - Funds not deposited and returned within 30 days do not need to be reported

Campaign Statement Due Dates

- Political Party Committees registered with the Michigan Department of State's Bureau of Elections are required to file:
 - Annual Campaign Statements
 - Pre-Election and/or Post-Election Campaign Statements for elections/conventions where the committee spends money to influence voters

Are There Late Filing Fees if the Campaign Statement is not Filed on Time?

- YES!! Save money by filing on time!
- Committees with more than \$10k in financial activity in last two years: Fees accrue \$25 per first 3 days late and then \$50/day up to \$1000
- Committees with less than \$10k in financial activity in last two years: Fees accrue \$25/day up to \$500

What's Reported in a Campaign Statement?

- Contributions: money, goods or services provided with the intent to influence Michigan elections
- Expenditures: payment for services, goods and facilities that influence Michigan elections
- Debts and Obligations (record of debts owed to or by the committee)

Cover Page

- Cover Page: Provides information about the committee including:
 - Committee ID number/ Committee Name
 - Coverage Period
 - Committee's name and county of residence
 - Committee's mailing address
 - Treasurer's name and address
 - Designated Record Keeper (if applies) name and address
 - Type of Statement
 - Treasurer's signature
 - Designated Record Keeper signature (if applies)

Itemized (Direct) Contributions & In-Kind Contributions

- Itemized (Direct) Contributions
 - Money contributed to the committee by cash or written instrument.
 - Reported on Schedule [3A](#)
 - **Note: All contributions over \$20.00 must be by written instrument (check, money order, debit, credit)**
- In-Kind Contribution
 - A donation of goods or services to the committee
 - Reported on Schedule [3-IK](#)

Loan as a Contribution & Other Receipts

- Loan as a Contribution
 - A committee may accept loans from legal sources
 - They must be reported on the Debts & Obligation Schedule [3E](#) and [3A](#) or [3-1K](#) as appropriate
 - Required information:
 - Date debt was incurred and original amount
 - Name and address of person debt is owed to
- Other Receipt
 - Money NOT intended to influence elections such as bank interest or refunds
 - Reported on Schedule [3A-1](#)

What Info do I Gather From Contributors?

- Required information:
 - Name
 - Address
 - Amount
 - Date of receipt
- If the contribution is over \$100 or the cumulative for that contributor is over \$100:
 - Then you must also request the contributor's occupation, employer name and the address of their place of business

Contribution Exceptions

- Committees should track, but do not have to report the following:
 - A volunteer's personal services that aren't reimbursed
 - A volunteer's travel and lodging up to **\$500.00/year**
 - A volunteer's donation of food and beverages up to \$1000.00/year
 - A contribution that is returned to the contributor within 30 days

Expenditure Types & Schedules

- Itemized (Direct) Expenditure:
 - Money spent from committee account for goods, services and facilities intended to further the nomination or election of the candidate
 - Written instrument is required for expenditures over \$50.00
 - Receipts must be obtained for each expenditure
 - Reported on schedule [3B](#)
- In-Kind Expenditure:
 - Goods, services and facilities donated at no cost
 - Items purchased on behalf of another committee (not candidate)
 - Reported on Schedule [3B-2](#)

Expenditure Types & Schedules (cont.)

- Itemized Independent Expenditures
 - Expenditures made on behalf of candidates and ballot issues **without** the direction or control of the candidate's committee or the ballot question committee
 - Independent Expenditures can be made in any amount and do not count toward the total contribution amount given to candidates
 - Reported on Schedule [3B-1](#)
- Get Out the Vote (GOTV)
 - Election day expenses
 - Busing Voters to the polls
 - Slate cards
 - Poll workers, watchers & challengers
 - Reported on Schedule [3B-G](#)

What Information Should be Gathered for Expenses?

- Required Information:
 - Name of payee
 - Amount of payment
 - Address of payee
 - Date of payment
 - Purpose (be specific)
 - Campaign information (candidates/ballot proposals)

What is a Campaign?

- A campaign gives details about the candidate or issue the committee contributes to
- When supporting a candidate the campaign will include:
 - Name of candidate
 - Office sought
 - District/Jurisdiction # and County
 - Population (for local offices)
- When supporting/opposing a ballot issue the campaign will include:
 - Ballot proposal name
 - County
 - Support or oppose

Independent Contractor Expenses

Appendix L

- A Committee that contracts with an agent or an independent contractor to make expenditures on its behalf (over \$50.00) must disclose the expenditures made to and by the agent or independent contractor. This is done by **Memo Itemizing** the expenditure.
- Agents and independent contractors typically employed by committees are:
 - political consultants
 - public relations consultants
 - political consulting firms
 - public relation firms
 - media buyers
 - advertising agencies
 - marketing firms

How to Memo Itemize an Expenditure Example

- Required when a committee makes an expenditure to a person that pays more than \$50 to another party on behalf of the committee

ITEMIZED DIRECT EXPENDITURES SCHEDULE 2B INDEPENDENT OR POLITICAL COMMITTEE		1. Committee I.D. Number 599888		
		2. Committee Name Acme PAC		
3. Name and address of person or vendor to whom the expenditure was made	5. Candidate or Ballot Question Information	6. Date	7. Amount	8. Cumulative for Election or Election Cycle
Expenditure #1 Name & Address: Vandalay Media Consultants 4449 Allegan St Lansing MI 99999	5. _____ Name of Candidate _____ Office Sought & District # or Jurisdiction _____ County _____ Ballot Proposal <input type="checkbox"/> Check box if expenditure is payment of Debt or Obligation reported on previous statement	12/01/17 Date	\$ 6500	\$ 6500
4. Purpose: Promotional Ad <input type="checkbox"/> Fund Raiser				Memo Itemization Below
Expenditure #2 Name & Address: WKRP Communications 5555 Main St. Lansing MI 99999	5. _____ Name of Candidate _____ Office Sought & District # or Jurisdiction _____ County _____ Ballot Proposal <input type="checkbox"/> Check box if expenditure is payment of Debt or Obligation reported on previous statement	12/10/17 Date	\$ 4500	\$ 4500
4. Purpose: Ran the ad <input type="checkbox"/> Fund Raiser				(Memo Itemization)

Payments to Debt

- Payments to loans are reported on Schedule [3E](#) as well as on the expenditure schedule [3B](#)
- Required Information:
 - Date debt was incurred and original amount
 - Name and address of person debt is owed to
 - Any payments to previous debt

Late Contribution Reports

- If a Political Party Committee participates in an election by contributing to a candidate or issue on the ballot AND they receive a contribution(s) from the same contributor with a cumulative total of \$2500 or more between the closing date of the last campaign statement required to be filed by the committee and the third day before the date of the election, they must report that contribution within 48 hours to their filing official.
- [Section 32](#) of the MCFA requires that late contributions be reported within 48 hours of the date the contribution was received. The contribution is also reported on the subsequent campaign statement.
- [Late Contribution Report form](#) (paper)
- [e-IDR](#) (electronic; state level)

Fund Raisers

- Fundraising event means an event such as a dinner, reception, auction or similar event where contributions are solicited by purchase of a ticket, donation or purchase of goods or services.
- All contributions and expenditures for a fund raising event must be reported in detail on the appropriate schedules.

NOTE: NO GAMBLING OR EVENTS THAT REQUIRE LICENSING

Late Contribution Reports (cont.)

- Example 1. A Political Party Committee does not participate in an election between 10/20 - 11/1 by making no expenditures to support or oppose a candidate or ballot question on the ballot .
 - Contributor A gives \$2,000.00 10/20: No report is required
 - Contributor A gives \$500.00 on 10/21, with a cumulative of \$2,500.00: No report is required
 - Contributor A gives \$ 1,000.00 on 10/22, with a cumulative of \$3,500.00: No report is required
- Example 2. A Political Party Committee participates in an election between 10/20 – 11/1 by making an expenditure to support or oppose a candidate or ballot question on the ballot.
 - Committee makes expenditure on 10/20 to support or oppose a candidate or ballot question on the ballot.
 - Contributor B gives \$2,000.00 on 10/23: No report is required
 - Contributor B gives \$500.00 on 10/24, with a cumulative of \$2,500.00: A report is required within 48 hours

Is There a Fee for not Filing Late Contributions on Time?

- **YES!! Avoid late fees by filing on time!**
- Late filing fees shall not exceed the lesser of the following:
 - The Total amount of omitted contributions or
 - \$2,000.00 to be assessed as follows
 - \$25.00/business days 1-3
 - \$50.00/business days 4-10
 - \$100.00/business days 11-26

THE ELECTRONIC FILING REQUIREMENT

- The Michigan Campaign Finance Act ([MCL 169.218](#)) requires that state level committees that spend or receive **\$5,000.00** or more in a calendar year file electronically
- If a committee anticipates spending or receiving **\$5,000** or more in a calendar year they are required to file electronically

Michigan Electronic Reporting and Tracking System (MERTS)

- The state provides software free of charge to state level and judicial committees for electronic filing call the Michigan Electronic Reporting and Tracking System (MERTS).
- It is HIGHLY recommended to complete the online training or scheduling a Lansing training to become familiar with the software well before the committee's first filing is due
- For more information and to download MERTS, visit www.mertsplus.com

Dissolving a Committee

- Committees with an active reporting waiver may file for dissolution using the [Single Page Dissolution Statement](#)
- Committees without a reporting waiver must file a Dissolution Statement
- To be eligible for dissolution a committee must:
 - Have no assets
 - No outstanding debt
 - No outstanding fees or filings owed to the filing official

APPENDIX W OF THE COMMITTEE MANUAL COVERS DISSOLUTION AND DISPOSITION OF UNEXPENDED FUNDS

Identification Requirements

- Section 47 of the MCFA requires that all printed matter, radio or television paid advertisement that refers to an election, candidate or ballot question have an identification statement
- Printed matter: “Paid for by with Regulated Funds” (committee name, address)
- Robo calls: prerecorded messages shall contain name, phone number, address or other contact for person paying for the message
- Mass mailings: Any mailing by U.S. mail or facsimile of 500 or more pieces of identical or similar nature within any 30 day period
- Radio or television: Must identify person sponsoring the ad; as required by the FCC
- Independent Expenditures- “Not authorized by any candidate”
- **EXAMPLE: Paid for with Regulated Funds by The Van Buren County Green Party, 123 Main St. Lansing, MI 48918**
- Read [Appendix J](#) for more information

Identification Requirement Exemptions

- [Appendix J](#) has a list of items that are exempt from the identification requirement rule:

Aerial Banners	Frisbees	Pens
Ashtrays	Glasses	Pinwheels
Badges & Badge Holders	Golf Balls	Plastic Tableware
Balloons	Golf Tees	Pocket Protectors
Bingo Chips	Hats	Pot Holders
Brushes	Horns	Refrigerator Magnets
Bumper Stickers (4" X 15" Or Smaller)	Ice Scrapers	Ribbons
Buttons	Jar Lid Grippers (5" Or Smaller)	Shoe Horns
Campaign Stickers (3" X 1 ½" Or Smaller)	Key Rings	Staple Removers
Candy Wrappers (1 ½" X 2 ½" Or Smaller)	Knives	Sun Glasses
Cigarette Lighters	Labels	Sun Visors
Cloth Pot Holders	Lapel Pins/Stickers	Sweatshirts
Clothes Pins	Magnifying Glasses	Swizzle Sticks
Clothing	Matchbooks	T-Shirts
Coasters	Nail Clippers	TV Scroll Advertisement
Combs	Nail Files	Whistles
Cups	Noisemakers	Wooden Nickels (Approx. Size of a 5-Cent Coin)
Drinking Glasses	Paper & Plastic Cups	Wooden Rulers (12" Or Smaller)
Earrings	Paper & Plastic Plates	Yo-Yo's
Emery Boards	Paper Weights	
Envelopes	Pencils	
Erasers	Pendants	
Fortune Cookie Messages ½" X 2" Or Smaller)	Pennants	

Notices Fees and Referrals

- Failure to File – Committees are notified within 4 business days when required filings are not submitted. They are referred to AG/County Prosecutor between 9th and 12th Business Day following the deadline.
- Late Fees – Committees are notified when a statement is not filed on time based on the schedules provided under the Campaign Finance Act.
 - Unpaid fees are referred to the State/County Treasurer for collection
 - Fees may be appealed for “good cause”
- Error or Omission – Committees are notified when clarifications or corrections are needed to a Campaign Statement. Lack of response to an Error or Omission is referred to the Attorney General between the 9th and 12th business day following the deadline.

Good Cause Waivers

MCL 169.215 (f)

- A person may request a waiver of late filing fees for “Good Cause” as defined below:
 - The incapacitating physical illness, hospitalization, accident involvement, death, or incapacitation for medical reasons of a person required to file, a person whose participation is essential to the preparation of the statement or report, or a member of the immediate family of these persons.
 - There are other unique factors that might be considered; these factors include the loss or unavailability of records due to a fire, flood, theft, or similar reason and difficulties related to the transmission of the filing to the filing official, such as exceptionally bad weather or strikes involving transportation systems.
 - The statement in question must be filed with the appropriate filing official before a waiver for good cause will be considered.

Campaign Finance Complaints

[MCL 169.215 \(5\)](#)

- All complaints alleging violations of the Campaign Finance Act are filed with the SOS.
- All complaints may be submitted on the required form and must include all required information.
- Anonymous complaints are not accepted.
- All parties will be given written notification with regard to the disposition of the complaint.
- Questions regarding complaint process will be directed to the Bureau of Elections

Declaratory Rulings & Interpretive Statements

- Interested parties may request clarification of the MCFA via Declaratory Rulings. Interpretive Statements are may be issued in some cases.
- Declaratory rulings are binding on all parties and carry the force of law (formal)
- Interpretive Statements provide interpretation of the law (informal)
- The Bureau of Elections provides response to requests. Time frames are outlined in any committee manual.
- Rulings to date are available on our [web site](#)

Treasurer Responsibilities

- As outlined in [MCL 169.222](#):
 - The treasurer assumes legal responsibility for the committee
 - The treasurer is responsible for keeping accounts, records, bills, receipts and electronic files for 5 years
 - Authorizes contributions received and expenditures made by the committee
 - Timely filing
 - Respond to Notices of Error or Omission and Late Filing Fee notices
 - Must sign original copy and all amended copies of the Statement of Organization

A treasurer or other individual designated as responsible for the committee's record keeping, report preparation, or report filing who knowingly violates this section is subject to a civil fine of not more than \$1,000.00.

Selecting a Treasurer

- Important things to consider:
- Availability to perform duties in a timely fashion
- Experience (have they ever acted as treasurer for another committee?)
- Knowledge of the MCFA or a willingness to become familiar with the law
- Proficient at recording and tracking financial activity and balancing accounts (checkbook)
- Technical skills: should be able to navigate the internet and have basic knowledge of computer software

Tips for Successful Reporting

- Read the [Political Party Committee Manual](#)
- Record and track ALL financial activity of the committee, even if you have a Reporting Waiver. The law requires you to report the date of receipt. That date is when the treasurer or committee designee receives the contribution.
- Become familiar with [filing materials](#) on our web site.
- If you are using MERTS- get efficient [training](#) well before filing deadlines.
- File on time! Mark your calendars with important dates to remember (filing deadlines). You can avoid fees by using certified mail when filing on paper.
- Understand [Late Contribution](#) Reporting and the penalties for not filing them.
- Keep your Statement of Organization information up to date. We send mail and e-mail to the addresses we have on file. Follow us on Twitter @michCFR
- Treasurer communication with committee must be optimum to avoid mistakes. Consider entering into a written agreement so that there is a clear understanding of each person's responsibility.
- Pick your committee members (treasurer, record keeper) carefully.

Thank You



- MICHIGAN DEPARTMENT OF STATE
 - BUREAU OF ELECTIONS
 - (517) 373-2540
 - Email: Disclosure@Michigan.gov
 - Web Site: www.Michigan.gov/Elections
 - Follow us on Twitter @MichCFR