

Effective Date: January 1, 2011

All reports filed for the 2011 filing year and beyond will need to be in the new file format for import. Reports for prior filing years will need to be in the previously certified format.

Certification Process

To be certified, MEC must successfully upload an accurate report filing generated from your software product. To successfully complete the upload, the data must be generated in the prescribe file formats contained in this specification and the data be verified for accuracy corresponding to data contained in your application. The responsibility for verifying the accuracy of the data submitted will fall on yourself and your filing clients.

You must email the file to: helpdesk@mec.mo.gov

Subject: CF2010 “name of company” submitting test report.

We will test the file and inform you of the results and a .PDF version of the report will be sent back to you for verification of data accuracy. MEC staff will assist you in error and data issue resolution to achieve accurate filings.

If you have any questions or need clarification to this specification please contact us at helpdesk@mec.mo.gov or 800-392-8660, 573-751-2020 and ask for IT.

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General Filing Guidelines

1. The user must log-in to the MEC campaign finance electronic filing system via the credentials provided by our office. Upon successful log-in the user will have the option to upload the vendor .zip file or proceed to a manual filing menu. The user will no longer have the option of emailing the files to our office for upload. (**no** LOGIN.CSV file is required)
2. The individual files must be in the .CSV (comma delimited) format.
3. All .CSV files must be saved in a single compressed .ZIP file (This file **cannot** contain subfolders).
4. Text strings with commas must be encapsulated in double quotes (“”).
5. Text strings encapsulated in double quotes **cannot** contain any double quotes.
6. Date fields must be encapsulated in double quotes (“”).
7. Do not include a “Header Row” in any file.
8. There should be no line returns/breaks in any data to be imported.
9. You must include the VendorID (this will be assigned by MEC) in the coverpage file.
10. You must include the VendorRecordID were indicated (this will be a unique id supplied by your software to identify records that need to be modified on an amended filing so you must maintain this ID in your records unique to each report filing(Rules_ReportID). This number cannot be duplicated on each Rules_ReportID.
11. A listing of Rules-ReportID’s will be provided each year and may be updated as special elections are called throughout the year. All vendors will be notified and updates provided as needed.
12. A VendorActionCode will be required on all records as the first column in all files.
This will indicate how we process the records as follows:
 - a. C = Create (new record only)
 - b. U = Update
 - c. D = Delete
 - d. R=Read / No Action (only used on Amended filings)
13. On Amended filings, in addition to the CDCOVERPAGE and CDSUMMARY files you can either provide only the files and records that have been Created, Updated, or Deleted since the most recent filing for the Rules_ReportID, or you can provide all records and include the R (Read / No Action) VendorActionCode on records that are unchanged from the designated filing.

Note: If a report originally submitted by using the vendor file import method is amended “manually”(not using a vendor file import) it can no longer be amended using the import method.

Reporting File Layout

Full disclosure report filing (initial)

Must contain a minimum of the following files:

1. CDCOVERPAGE.CSV
2. CDSUMMARY.CSV
3. CD1_B.CSV (If no CD1_A or CD1_C files are included the total for each of these files will be calculated as 0.00)
4. CD3_D.CSV (If no CD3_A, CD3_B, or CD3_C files are included the total for each of these files will be calculated as 0.00)
5. All other .CSV files containing records applicable to the filing period.

(Note: The VendorRecordID and VendorActionCode of C (Create) must be Included on all records submitted for a new report filing.)

Amended - Full disclosure report filing

Must contain a minimum of the following files:

1. CDCOVERPAGE.CSV
2. CDSUMMARY.CSV
3. All other .CSV files that contain record that are amended for this filing.

Additional rules for Amended filings:

- A. The CDCoverpage_AmendingReason must be populated.
- B. The CDCOVERPGAE and CDSUMMARY must be submitted on all filings even if they are not being amended.
- C. You may only include the files and records you are amending with this filing and include the appropriate action code of C (Create), U (Update), or D (Delete) for all records.

or

- D. You may include all records submitted in the original filing you are amending and those records not being amended with this filing must contain an action code of R (Read/No Action). Include the appropriate action code of C (Create), U (Update), or D (Delete) for all records that are being amended for this new filing.
- E. Do not include any records that have been D (deleted) on any previous versions of this report.
- F. The VendorRecordID and VendorActionCode must be Included on all records submitted.

Report ID's for certification filing (Note: These will be provided to all vendors for a year at a time, updates will be made available for download from our web site)

Rules_ReportID	Description	Closing Date	Due Date	Election Date
2	April Quarterly Report	3/31/2009	4/15/2009	N/A
3	July Quarterly Report	6/30/2009	7/15/2009	N/A
4	October Quarterly Report	9/30/2009	10/15/2009	N/A

Data Type (acceptable formats)

Type	Format(s)	Example(s)
varchar <ul style="list-style-type: none"> prefer all strings be encapsulated in double quotes(“” “”) no line returns/breaks 	text, string	M Missouri Ethics Commission “George Jefferson & Sons, LLC”
datetime <ul style="list-style-type: none"> must be encapsulated in double quotes(“ “) 	“mm/dd/yyyy” “mm/dd/yyyy hh:mm:ss”	“7/24/2009” “12/31/2009 16:24:07”
money	#.## ###.## #####	0.00 100.25 10000
bit	1=TRUE 0=FALSE	1 0

Committee Disclosure Report Cover Page

COVER PAGE DETAIL			
CDCOVERPAGE.CSV	Data Type	Data Required	Notes
VendorActionCode	varchar(1)	X	Will always be C
VendorRecordID	varchar(50)	X	
Rules_ReportID	int	X	From provided data
CDCoverPage_ReportType	blank	X	Will always be blank
CDCoverPage_ElectionDate	datetime	O	
CDCoverPage_ElectionType	varchar(1)	O	G=General P=Primary S=Special
CDCoverPage_PeriodFrom	datetime	X	
CDCoverPage_PeriodTo	datetime	X	
CDCoverPage_VendorID	varchar(10)	X	This will be issued by MEC
CDCoverPage_Terminating	bit	X	
CDCoverPage_AmendingReason	varchar(255)	O	Required for an Amended filing

Report Summary

SUMMARY DETAIL			
CDSUMMARY.CSV	Data Type	Data Required	Notes
VendorActionCode	varchar(1)	X	Will always be C
VendorRecordID	varchar(50)	X	
CDSummary_PreviousReceipts	money	X	
CDSummary_PreviousExpenditures	money	X	
CDSummary_PreviousContributions	money	X	
CDSummary_MoneyOnHand	money	X	
CDSummary_CheckDisbursements	money	X	Always 0.00
CDSummary_CashDisbursements	money	X	Always 0.00
CDSummary_Indebtedness	money	X	

Contributions and Loans Received

ITEMIZED CONTRIBUTIONS RECEIVED			
CD1_A.CSV	Data Type	Data Required	Notes
VendorActionCode	varchar(1)	X	
VendorRecordID	varchar(50)	X	
CD1_A_Committee	varchar(100)	O Must be Committee, Company or Last Name	
CD1_A_Company	varchar(100)	O Must be Committee, Company or Last Name	
CD1_A_FirstName	varchar(50)	O	
CD1_A_LastName	varchar(50)	O Must be Committee, Company or Last Name	
CD1_A_Address1	varchar(100)	X	
CD1_A_Address2	varchar(100)	O	
CD1_A_City	varchar(50)	X	
CD1_A_State	varchar(2)	X	
CD1_A_Zip	varchar(10)	O	
CD1_A_Employer	varchar(100)	O Must be either Employer or Occupation	Not needed for Company or Committee
CD1_A_Occupation	varchar(100)	O Must be either Employer or Occupation	Not needed for Company or Committee
CD1_A_Date	datetime	X	
CD1_A_Amount	money	X	
CD1_A_ContributorAggregate	money	X	
CD1_A_ContributionType	varchar(1)	X	M=Monetary I-In-kind
CD1_A_ElectionType	varchar(1)	O only required on 30 day after primary report	P=Primary G=General

NON-ITEMIZED CONTRIBUTIONS RECEIVED			
CD1_B.CSV			
VendorActionCode	varchar(1)	X	
VendorRecordID	varchar(50)	X	
CD1_B_TotalAnonymous	money	X	
CD1_B_TotalMonetary	money	X	
CD1_B_TotalInKind	money	X	
LOANS RECEIVED – (Loan of \$100 or Less)			
CD1_C.CSV			
VendorActionCode	varchar(1)	X	
VendorRecordID	varchar(50)	X	
CD1_C_Name	varchar(50)	X	
CD1_C_Address1	varchar(100)	X	
CD1_C_Address2	varchar(100)	O	
CD1_C_City	varchar(50)	X	
CD1_C_State	varchar(2)	X	
CD1_C_Zip	varchar(10)	O	
CD1_C_DateReceived	datetime	X	
CD1_C_Amount	money	X	\$100 or less
CD1_C_LoanID	varchar(50)	X	

Expenditures and Contributions Made

EXPENDITURED BY CATEGORY			
CD3_A.CSV	Data Type	Data Required	Notes
VendorActionCode	varchar(1)	X	
VendorRecordID	varchar(50)	X	
CD3_A_Category	varchar(100)	X	
CD3_A_Amount	money	X	
CD3_A_ExpenditureType	varchar(1)	X	P=Paid I=Incurred
CD3_A_PaymentType	varchar(1)	O must be used if Expenditure Type is P	M=Cash C=Check/Debit card R=Credit Card
ITEMIZED EXPENDITURES			
CD3_B.CSV			
VendorActionCode	varchar(1)	X	
VendorRecordID	varchar(50)	X	
CD3_B_FirstName	varchar(50)	O	
CD3_B_LastName	varchar(50)	O must be Last name or Company name	
CD3_B_Company	varchar(50)	O must be company name or Last name	
CD3_B_Address1	varchar(50)	X	
CD3_B_Address2	varchar(50)	O	
CD3_B_City	varchar(50)	X	
CD3_B_State	varchar(2)	X	
CD3_B_Zip	varchar(10)	O	
CD3_B_Date	datetime	X	
CD3_B_Purpose	varchar(50)	X	
CD3_B_Amount	money	X	
CD3_B_ExpenditureType	varchar(1)	X	P=Paid I=Incurred
CD3_B_AmountToDate	money	O	Only complete if purpose/expense was to a Campaign Worker
CD3_B_PaymentType	varchar(1)	O must be used if Expenditure Type is P	M=Cash C=Check/Debit card R=Credit Card
CONTRIBUTIONS MADE (Regardless of Amount)			
CD3_C.CSV			
VendorActionCode	varchar(1)	X	
VendorRecordID	varchar(50)	X	

CD3_C_MECID	varchar(50)	O	Provide if known
CD3_C_Committee	varchar(50)	X	
CD3_C_Address1	varchar(50)	X	
CD3_C_Address2	varchar(50)	O	
CD3_C_City	varchar(50)	X	
CD3_C_State	varchar(2)	X	
CD3_C_Zip	varchar(10)	O	
CD3_C_Date	datetime	X	
CD3_C_Amount	money	X	
CD3_C_ContributionType	varchar(1)	X	M=Monetary I=In-kind
CD3_C_PaymentType	varchar(1)	O must be used if Contribution Type is M	M=Cash C=Check/Debit card R=Credit Card
TOTAL IN-KIND EXPENDITURES			
CD3_D.CSV			
VendorActionCode	varchar(1)	X	
VendorRecordID	varchar(50)	X	
CD3_D_TotalInKind	money	X	

Fund-Raising Statement

STATEMENT OF ACTIVITY OR EVENT			
CD1A.CVS	Data Type	Data Required	Notes
VendorActionCode	varchar(1)	X	
VendorRecordID	varchar(50)	X	This VendorRecordID will need to be included with the corresponding CD1A_A and CD1A_B files to tie the records together.
CD1A_Name	varchar(100)	X	
CD1A_Address1	varchar(100)	X	
CD1A_Address2	varchar(100)	O	
CD1A_City	varchar(50)	X	
CD1A_State	varchar(2)	X	
CD1A_Zip	varchar(10)	O	
CD1A_Description	varchar(100)	X	
CD1A_EventDate	datetime	X	
CD1A_NumParticipants	int	X	
CD1A_TotalAnonymous	money	X	
CD1A_AnonExplain	varchar(100)	O	
CD1A_TotalRecorded	money	X	Item. Contr. reported on CD1_A
PERSON(S) CUNDUCTING EVENT			
CD1A_A.CSV			
VendorActionCode	varchar(1)	X	
VendorRecordID	varchar(50)	X	
ParentRecord_ID	varchar(50)	X	This will be the corresponding VendorRecordID from the CD1A.CSV
CD1A_A_FirstName	varchar(50)	X	
CD1A_A_LastName	varchar(50)	X	
CD1A_A_Address1	varchar(100)	X	
CD1A_A_Address2	varchar(100)	O	
CD1A_A_City	varchar(50)	X	
CD1A_A_State	varchar(2)	X	
CD1A_A_Zip	varchar(10)	O	
INDIVIDUAL EXPENDITURES FOR EVENT			
CD1A_B.CSV			
VendorActionCode	varchar(1)	X	
VendorRecordID	varchar(50)	X	
ParentRecord_ID	varchar(50)	X	This will be the corresponding VendorRecordID from the CD1A.CSV
CD1A_B_Description	varchar(100)	X	
CD1A_B_Amount	money	X	

Supplemental Loan Information

LOAN RECEIVED (Loan of more than \$100)			
CD1B1.CSV	Data Type	Data Required	Notes
VendorActionCode	varchar(1)	X	
VendorRecordID	varchar(50)	X	This VendorRecordID will need to be included with the corresponding CD1B1_A file to tie the records together.
CD1B1_Name	varchar(50)	X	
CD1B1_Address1	varchar(100)	X	
CD1B1_Address2	varchar(100)	O	
CD1B1_City	varchar(50)	X	
CD1B1_State	varchar(2)	X	
CD1B1_Zip	varchar(10)	O	
CD1B1_DateReceived	datetime	X	
CD1B1_Amount	money	X	
CD1B1_LoanID	varchar(50)	X	
CD1B1_InterestRate	varchar(50)	X	
CD1B1_Period	varchar(50)	X	
CD1B1_Schedule	varchar(50)	X	
LOAN RECEIVED - PERSON(S) RESPONSIBLE			
CD1B1_A.CSV			
VendorActionCode	varchar(1)	X	
VendorRecordID	varchar(50)	X	
ParentRecordID	varchar(50)	x	This will be the corresponding VendorRecordID from the CD1B1.CSV
CD1B1_A_FName	varchar(50)	O	
CD1B1_A_LName	varchar(50)	X	
CD1B1_A_Address1	varchar(100)	X	
CD1B1_A_Address2	varchar(100)	O	
CD1B1_A_City	varchar(50)	X	
CD1B1_A_State	varchar(2)	X	
CD1B1_A_Zip	varchar(10)	O	
SCHEDULE OF REPAYMENT (PAYMENT MADE OR DEBT FORGIVEN) - INCLUDE PAYMENTS TO CREDIT CARD VENDORS			These records are not linked to a specific loan already identified in above files
CD1B2_A.CSV			
VendorActionCode	varchar(1)	X	
VendorRecordID	varchar(50)	X	
CD1B2_A_Lender	varchar(255)	X	
CD1B2_A_Date	datetime	X	

CD1B2_A_Amount	money	X	
CD1B2_A_Type	varchar(1)	X	P=Payment C=Credit
CD1B2_A_PaymentType	varchar(1)	O must be used if Expenditur e Type is P	M=Cash C=Check/Debit card

Statement of Investments other than Savings Accounts

STATEMENT OF INVESTMENTS - MADE THIS PERIOD			
CD2_A.CSV	Data Type	Data Required	Notes
VendorActionCode	varchar(1)	X	
VendorRecordID	varchar(50)	X	
CD2_A_PartyName	varchar(50)	X	
CD2_A_PartyAddress1	varchar(50)	X	
CD2_A_PartyAddress2	varchar(50)	O	
CD2_A_PartyCity	varchar(50)	X	
CD2_A_PartyState	varchar(2)	X	
CD2_A_PartyZip	varchar(10)	O	
CD2_A_Description	varchar(50)	X	
CD2_A_Institution	varchar(50)	X	
CD2_A_TransactionDate	datetime	X	
CD2_A_TransactionAmount	money	X	
CD2_A_HeldAtClose	bit	X	
STATEMENT OF INVESTMENTS - INTEREST OR DIVIDENDS RECEIVED			
CD2_B.CSV			
VendorActionCode	varchar(1)	X	
VendorRecordID	varchar(50)	X	
CD2_B_Description	varchar(50)	X	
CD2_B_InstitutionName	varchar(50)	X	
CD2_B_PartyName	varchar(50)	X	
CD2_B_PartyAddress1	varchar(50)	X	
CD2_B_PartyAddress2	varchar(50)	O	
CD2_B_PartyCity	varchar(50)	X	
CD2_B_PartyState	varchar(2)	X	
CD2_B_PartyZip	varchar(10)	O	
CD2_B_TransactionDate	datetime	X	
CD2_B_PrincipalAmount	money	X	
CD2_B_InterestAmount	money	X	
CD2_B_HeldAtClose	bit	X	
STATEMENT OF INVESTMENTS - HELD AT CLOSE			
CD2_C.CSV			Include all investments held at close even if indicated in above files.
VendorActionCode	varchar(1)	X	
VendorRecordID	varchar(50)	X	
CD2_C_Institution	varchar(255)	X	
CD2_C_Description	varchar(50)	X	
CD2_C_TransactionAmount	money	X	

Contractual Relationship Report

DESCRIPTION OF CONTRACTUAL RELATIONSHIP			
CD7_A.CSV	Data Type	Data Required	Notes
VendorActionCode	varchar(1)	X	
VendorRecordID	varchar(50)	X	
CD7_A_ContributorName	varchar(100)	X	
CD7_A_CompanyName	varchar(200)	X	
CD7_A_AgencyName	varchar(200)	X	
CD7_A_Address1	varchar(200)	X	
CD7_A_Address2	varchar(200)	O	
CD7_A_City	varchar(100)	X	
CD7_A_State	varchar(2)	X	
CD7_A_Zip	varchar(10)	O	
CD7_A_ContractStart	datetime	O	
CD7_A_ContractEnd	datetime	O	
CD7_A_ContractAmount	money	O	

Independent Contract Expenditures

ITEMIZED EXPENDITURES ON PAYMENT TO INDEPENDENT CONTRACTOR			
CD8_A.CSV	Data Type	Data Required	Notes
VendorActionCode	varchar(1)	X	
VendorRecordID	varchar(50)	X	
CD8_A_FirstName	varchar(50)	O	
CD8_A_LastName	varchar(50)	O must be Last name or Company name	
CD8_A_Company	varchar(50)	O must be company name or Last name	
CD8_A_Address1	varchar(50)	X	
CD8_A_Address2	varchar(50)	O	
CD8_A_City	varchar(50)	X	
CD8_A_State	varchar(2)	X	
CD8_A_Zip	varchar(10)	O	
CD8_A_Description	varchar(100)	X	
CD8_A_Date	datetime	X	
CD8_A_ProRatedCost	money	X	
CD8_A_Total	money	X	

Direct Expenditure Report

DIRECT EXPENDITURES ON BEHALF OF CANDIDATES			
POCD4_A.CSV	Data Type	Data Required	Notes
VendorActionCode	varchar(1)	X	
VendorRecordID	varchar(50)	X	
POCD4_A_FirstName	varchar(50)	O	
POCD4_A_LastName	varchar(50)	X	
POCD4_A_Address1	varchar(50)	X	
POCD4_A_Address2	varchar(50)	O	
POCD4_A_City	varchar(50)	X	
POCD4_A_State	varchar(2)	X	
POCD4_A_Zip	varchar(50)	O	
POCD4_A_OfficeSought	varchar(50)	X	
POCD4_A_ExpenditureType	varchar(1)	X	S=Support O=Oppose
POCD4_A_Date	datetime	X	
POCD4_A_Amount	money	X	
DIRECT EXPENDITURES ON BEHALF OF BALLOT MEASURES			
POCD4_B.CSV			
VendorActionCode	varchar(1)	X	
VendorRecordID	varchar(50)	X	
POCD4_B_Measure	varchar(50)	X	
POCD4_B_Subdivision	varchar(50)	X	
POCD4_B_Date	datetime	X	
POCD4_B_ExpenditureType	varchar(1)	X	S=Support O=Oppose
POCD4_B_PeriodAmount	money	X	
POCD4_B_ElectionAmount	money	X	

Addendum Statement

ADDENDUM DETAIL			
ADDENDUM_A.CSV	Data Type	Data Required	Notes
VendorActionCode	varchar(1)	X	
VendorRecordID	varchar(50)	X	
Addendum_A_Amount	money	O Not required when the G addendum type is used	An amount for required for L, R, D, and E Amendment Types
Addendum_A_Description	varchar(255)	X	
Addendum_A_Type	varchar(1)	X	G=General Addendum L=Loans made this period R=Miscellaneous receipts D=Payments made on previously reported debts incurred E=Miscellaneous disbursements
Addendum_A_PaymentType	varchar(1)	O must be used if Addendum Type is D or E	M=Cash C=Check/Debit card

Note: Specific Addendum Types are required to properly report totals on other reporting forms as follows:

1. Expenditures and Contributions Made (Form CD3) - Loans made this period (to and person entity or committee) use type L.
2. Report Summary – Miscellaneous Receipts this period use type R.
3. Report Summary – Payments Made on Previously Reported Debts Incurred use type D.
4. Report Summary – Any Miscellaneous Disbursements Not Reported Elsewhere use type E.

The type G for General Amended will be for additional information the committee wishes to report that is not included in the other types and does not require a specific amount field.

Committee Termination Statement

DISTRIBUTION OF SURPLUS FUNDS			
CO3_A.CSV	Data Type	Data Required	Notes
VendorActionCode	varchar(1)	X	
VendorRecordID	varchar(50)	X	
CO3_A_Name	varchar(50)	X	
CO3_A_Address1	varchar(50)	X	
CO3_A_Address2	varchar(50)	O	
CO3_A_City	varchar(50)	X	
CO3_A_State	varchar(2)	X	
CO3_A_Zip	varchar(10)	O	
CO3_A_TransferDate	datetime	X	
CO3_A_Amount	money	X	
DISPOSAL OF OUTSTANDING DEBT			
CO3_B.CSV			
VendorActionCode	varchar(1)	X	
VendorRecordID	varchar(50)	X	
CO3_B_Name	varchar(50)	X	
CO3_B_Description	varchar(255)	X	
CO3_B_Amount	money	X	
TERMINATION DETAIL			
CO3_C.CSV			
VendorActionCode	varchar(1)	X	
VendorRecordID	varchar(50)	X	
CO3_C_DissolutionDate	datetime	X	
CO3_C_FirstName	varchar(50)	X	
CO3_C_LastName	varchar(50)	X	
CO3_C_Address1	varchar(50)	X	
CO3_C_Address2	varchar(50)	O	
CO3_C_City	varchar(50)	X	
CO3_C_State	varchar(2)	X	
CO3_C_Zip	varchar(10)	O	
CO3_C_Phone	varchar(20)	X	

Vendor Import Specification Version Summary

Ver.2.0, Revised 4/1/2010

1. CDSummary.CSV, page 6; CDSummary_CheckDisbursements and CDSummary_CashDisbursements will always be 0.00. These amounts for the report summary will now be calculated based on new Payment Types included on the CD3_A, CD3_B, CD3_C, and Addendum_A files.
2. CD3_A.CSV, page 9; CD3_A_PaymentType is a new column required if CD3_A_ExpenditureType is P. (payment types include M=Cash, C=Check/Debit Card, R=Credit card)
3. CD3_B.CSV, page 9; CD3_A_PaymentType is a new column required if CD3_B_ExpenditureType is P. (payment types include M=Cash, C=Check/Debit Card, R=Credit card)
4. CD3_C.CSV, page 10; CD3_A_PaymentType is a new column required if CD3_C_ContributionType is M. (payment types include M=Cash, C=Check/Debit Card, R=Credit card)
5. CD1B2_A.CSV, page 13; CD1B2_A_PaymentType is a new column required if CD3_C_Type is P. (payment types include M=Cash, C=Check/Debit Card)
6. Addendum_A.CSV, page 18; Addendum_A_PaymentType is a new column required if Addendum_A_Type is D or E. (payment types include M=Cash, C=Check/Debit Card)
7. The PDF versions of the paper reports CD3 (Expenditures and Contributions Made) and CDSummary (Report Summary) have been updated to include payment type information. This includes differentiating between cash, check/debit, and credit card use. Additionally all credit card expenditures will no longer come out of Money on Hand, but will rather be added to Indebtedness. Payments to credit card vendors will need to be reported on Section II of the Form CD1B (Supplemental Loan / Credit Card Information) and will then be deducted from Indebtedness.
Revised versions of these forms are included: (some wording changes will follow for these and other forms)
 - CD Summary
 - CD3
 - CD1B

Ver.2.1, Revised 11/1/2010

1. CD3_C.CSV, page 10; CD3_A_PaymentType, update Data Required column to read. "O must be used if Contribution Type is M". (payment types include M=Cash, C=Check/Debit Card, R=Credit card)



Missouri Ethics Commission

REPORT SUMMARY

Instructions on Reverse Side

Name of Committee	Date of Report	Office Use Only
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Receipts	A. This Period	B. This Calendar Yr or Election Cycle	Statement of Beginning and Ending Financial Condition	
1. Total Receipts For This Election Previously Reported		\$		
2. All Monetary Contributions Received This Period	\$		Money On Hand	
3. All Loans Received This Period	+			
4. Miscellaneous Receipts This Period	+			
5. Subtotal Monetary Receipts This Period (Sum 2A + 3A + 4A)	\$		24. Money On Hand at the beginning of this reporting period (Including funds in depository, cash, savings accounts and all other investments)	\$
6. In-kind Contributions Received This Period	+		25. Monetary Receipts this Period (From Item 5 - this page)	+
7. Total All Receipts This Period (Sum 5A + 6A)	\$		26. Monetary Disbursements Made This Period (Sum 10 + 16A + 23)	-
8. Total All Receipts This Election (Sum 1B + 7A)		\$	a) Disbursements By Check \$ _____ b) Disbursements By Cash \$ _____	
Expenditures	A. This Period	B. This Calendar Yr or Election Cycle		
9. Total Expenditures for this election previously reported		\$	27. Money On Hand at the close of this reporting period (SUM 24 + 25 - 26)	\$
10. Expenditures made by cash or check this period	\$		Indebtedness	
11. In-Kind Expenditures made this period	+			
12. Expenditures incurred this period (not including loans) including payments made by credit card (line 17 CD3)	+			
13. Total All expenditures made this period (Sum 10A + 11A + 12A) Including payments made by Credit Card (line 17 CD3)	\$		28. Outstanding Indebtedness at the beginning of this period	\$
14. Total Expenditures This Election (Sum 9B + 13A)		\$	29. Loans Received This Period	+
Contributions Made	A. This Period	B. This Calendar Yr or Election Cycle		
15. Total Contributions Made For This Election Previously Reported		\$	30. A. New Expenditures Incurred This Period (include payments by Credit Card (Line 17 CD3)	+
16. All Contributions Made This Period (25A or 25B of CD3)	A	↔ Cash/Check	B. New Contributions Made by Credit Card (Line 25B CD3)	+
	B	↔ Credit Card		
17. All In-Kind Contributions Made This Period	+		31. Payments Made on Loans This Period	-
18. Total Contributions Made This Period (Sum 16A + 17A)	\$		32. Debt Forgiven on Loans This Period	-
19. Total All Contributions Made This Election (Sum 15B + 18A)		\$	33. Payments Made This Period on Expenditures Incurred in Previous Period (Paid by Cash/Check Only) (Line 21 this page)	-
Other Disbursements	A. This Period	B. This Calendar Yr or Election Cycle	34. Total Indebtedness at the Close of This Reporting Period (Sum 28 + 29 + 30A + 30B - 31 - 32 - 33)	\$
20. Funds Used For Paying Loans This Period Including Credit Card Payments	+			
21. Payments This Period on Prev Reported Expend Incurred (Paid by Cash/Check Only)	+			
22. Any Miscellaneous Disbursement Not Reported Elsewhere	+			
23. Total Other Disbursements This Period (Sum 20A + 21A + 22A)	\$			



MISSOURI ETHICS COMMISSION
EXPENDITURES AND CONTRIBUTIONS MADE
Instructions on Reverse Side

Office Use Only

1. Name of Committee		2. Report Date	
A. Expenditures of \$100 or Less by Category (List Payments to Campaign Workers in Section B Below)		4. Amount Paid or Incurred This Period	
3. Category of Expenditure			
5. Subtotal: Non-Itemized Expenditures This Page (Sum Column 4)		\$	
6. Subtotal: Non-Itemized Expenditures Any Attached Pages		+	
7. Total: Non-Itemized Expenditures This Period (Sum 5 + 6)		\$	
B. Itemized Expenditures All Over \$100 And All Payments To Campaign Workers			
8. Name and Address of Recipient	9. Date	10. Purpose - (If Payment was to a Campaign Worker, Show Aggregate Paid)	11. Amount This Period
Name: Address: City / State:			\$ <input type="checkbox"/> Paid <input type="checkbox"/> Incurred
Name: Address: City / State:			\$ <input type="checkbox"/> Paid <input type="checkbox"/> Incurred
Name: Address: City / State:			\$ <input type="checkbox"/> Paid <input type="checkbox"/> Incurred
12. Subtotal: This Page (Sum Column 11)		\$	
13. Subtotal: Any Attached Pages		+	
14. Total: Itemized Expenditures This Period (Sum 12 + 13)		\$	
15. Total: Monetary Expenditures This Period (Sum 7 + 14)		\$	
16. Amount of Line 15 Above which was Paid Out This Period		\$	
17. Amount of Line 15 Which Were Expenditures Incurred This Period Including Payments Made by Credit Cards		\$	
18. If Committee Made Any In-Kind Expenditures This Period, List Amount		\$	
19. Funds Used For Paying Loans/Credit Cards This Period (Attach Form CD1B - amount goes to Line 5 / Part II)		\$	
C. Contributions Made (Regardless of Amount)		21. Date	22. Amount
20. Name and Address of Candidate or Committee			
Name: Address: City / State:			\$ <input type="checkbox"/> Monetary <input type="checkbox"/> In-Kind
Name: Address: City / State:			\$ <input type="checkbox"/> Monetary <input type="checkbox"/> In-Kind
Name: Address: City / State:			\$ <input type="checkbox"/> Monetary <input type="checkbox"/> In-Kind
23. Subtotal: This Page (Sum Column 22)		\$	
24. Subtotal: Any Attached Pages		\$	
25. Total: Monetary Contributions Made This Period		A. By Cash / Check	\$
		B. By Credit Card	\$
26. If Committee Made Any Loans This Period, List Amount		\$	
27. Total: All Monetary Contributions and Loans Made This Period (Sum 25 + 26)		\$	
28. Total: In-Kind Contributions Made This Period, List Amount		\$	