



Treasurer's Guide to Campaign Finance

Requirements

(§ 130.021, RSMo)

Treasurer/Deputy Treasurer Requirements:

- Must reside in Missouri.
- Must reside in the district or any county in which the committee sits ([Advisory Opinion 2008.10.CF.009](#)).
- If a candidate committee:
 - Must reside in the candidate's district or any county containing a portion of the district.
 - Must be appointed by the candidate.

Bank Account Requirements:

Treasurers must open an official bank account for the committee that is:

- Held in the committee's name, as it will be registered.
- At a federal- or state-chartered bank, savings and loan association, or credit union in Missouri.
- A negotiable draft account.
- Able to provide records of deposits, cancelled checks, and any other account activity.
- Not commingled with any other non-committee funds.

The committee's bank account number must be provided on the *Statement of Committee Organization*, but will be redacted before the statement is available to the public.

Treasurer's Duties

- Open the committee's official bank account, using the committee's official name as it will be registered with the MEC.
- Establish treasurer as a signatory for the committee bank account (if applicable, establish deputy treasurer and/or candidate as signatories as well).
- Deposit contributions into the committee's official bank account only.
- Reconcile committee's official bank account on a regular basis.
- Ensure committee funds are not commingled with other committees, candidates, or individuals.
- Maintain aggregates of contributions from each contributor (if candidate/political party committees, per election cycle; if PAC, per calendar year).
- Maintain committee records for the three-year period required by law.
- Oversee any committee investments and/or savings accounts.



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Treasurer's Reporting Responsibilities

- **File the Statement of Committee Organization.**
 - File initial statement within 20 days of becoming a committee or before the first reporting deadline.
 - Amend the statement if any changes in committee information occur.
- **File campaign finance disclosure reports.** Such reports may include:
 - *Quarterly Reports.*
 - *40 Day Before Election Report.*
 - *8 Day Before Election Report.*
 - *30 Day After Election Report* (must be filed before candidate can be sworn in).
 - *48 Hour Report of Contribution Over \$5,000 Received* (must be filed within 48 hours of receiving a contribution/loan over \$5,000, even if from the candidate. A committee must be registered with the MEC before the report can be filed.)
 - *24 Hour Notice of Late Contribution Received.*
 - *24 Hour Late Expenditure Report* (continuing committees/PACs).
- **Complete other campaign finance filings as required.** Such filings may include:
 - *Termination Statement* and full disclosure report.
 - Amended campaign finance reports as necessary.

Additional Information

- **Treasurer Vacancy:** In the event of a treasurer vacancy, only the deputy treasurer or candidate may make expenditures on behalf of the committee. If no candidate or deputy treasurer exists, no expenditures may be made. File an amended *Statement of Committee Organization*.
- **Candidates as Treasurers:** Candidates may appoint themselves as committee treasurer. In this case, candidates must continue to maintain accurate record-keeping and reporting.
- **Use of the Committee's Bank Account:** All committee money must be deposited into the committee's official bank account. Only the treasurer, deputy treasurer, or candidate may deposit money or make expenditures.



Related Resources

- [Campaign Finance Frequently Asked Questions](#)
- [Campaign Finance E-Filing Tutorial YouTube Series](#)
- [MEC Guide to Record-Keeping](#)
- [Use of Campaign Contributions](#)
- [Chapter 130, RSMo](#)



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