# November 20, 2020





# Filing System Changes Timeline

09/01/2019: FARA registration disclosure required to be reported on Lobby

Registration as memo on registration form.

11/28/2020: Filing system goes down for 2 days for software maintenance.

11/30/2020: Lobby and Campaign Finance Filing Applications threshold updates go

live. 2020 thresholds are enforced.

11/30/2020: FARA registration disclosure enforced on Lobby Registration Cover

Sheet Page 1 on new registrations, amendments, and corrections.

12/01/2020: 2021 Lobby Registration opens. Filing application enforces new

2021 compensation ranges for all 2021 registrations, registration

amendments, and registration corrections.

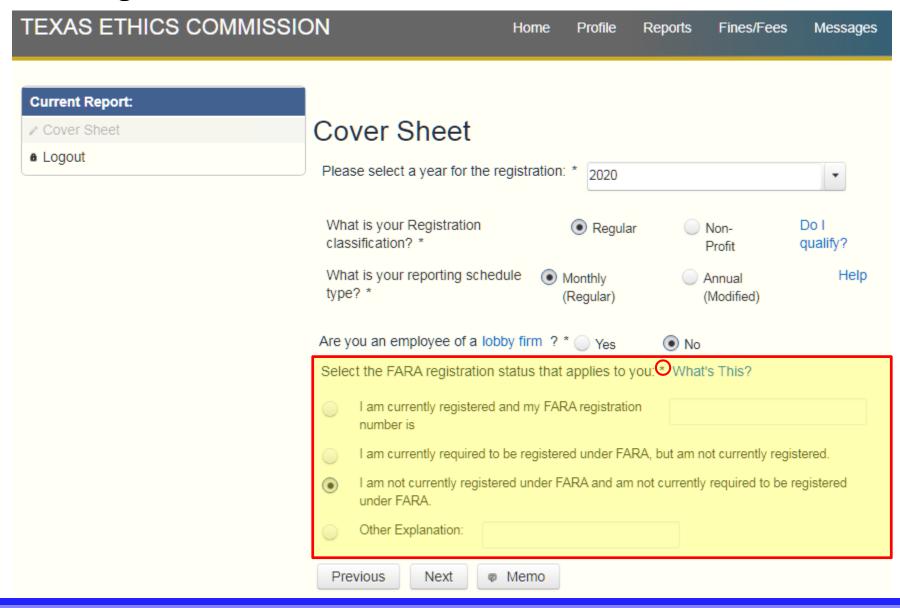
# **Lobby Changes**

Foreign Agents Registration Act (FARA) Disclosure

Threshold Changes – Required annually by Govt Code § 571.064

- Lobby Registrations
  - > Thresholds triggering registration
  - Compensation Ranges
- Lobby Activities Reports
  - Gifts to legislators, including food
  - Expenditure amount triggering monthly filing

## **New Registration – FARA Disclosure**



## **New Registration – FARA Disclosure**

LOBBY REGI	FORM REG COVER SHEET PG 1	
The FORM REG INSTRU	UCTION GUIDE explains orm.   1 NUMBER OF SCHEDULES filed: A 0 B 0	Filer ID 00049133 Page # 1 of 2
2 REGISTRATION FEE ENCLOSED	(SEE INSTRUCTION GUIDE TO DETERMINE YOUR FEE)  \$750 \$150 Non-Profit  REGULAR (Proof Required)	OFFICE USE ONLY  Date Received
3 REPORT SCHEDULE	MODIFIED REGULAR (MONTHLY)	
4 REGISTRANT NAME	Test ID	Date Hand-delievered or Date Postmarked



12	FARA REGISTRATION	I am not currently registered under FARA and am not currently required to be registered under FARA.

CHANGES IN INFORMATION. If any of the information provided in this registration changes (other than information requested on PART 3(a) or 3(b) of SCHEDULE A), you must file a LOBBY REGISTRATION AMENDMENT (FORM AREG) showing the changed information by the 10th day of the month following the month the information changed (unless you report the changed information on a timely filed monthly activities report (FORM LA)).

Forms provided by Texas Ethics Commission

www.ethics.state.tx.us

Version V1.1.9306f620

# **Lobby Threshold Changes**

Lobby Registrations and Reports: Section of Government Code	Threshold Description	Original Threshold Amount	2020 Amount	2021 Amount
305.003(1)	Threshold of expenditures over which a person must register as a lobbyist	\$500, by 1 Tex. Admin. Code §34.41	\$780	\$810
305.003(2)	Threshold of compensation or reimbursement over which a person must register as a lobbyist	\$1,000, by 1 Tex. Admin. Code §34.43	\$1,560	\$1,620
305.004(7)	Threshold of expenditures and compensation below which a person lobbying on behalf of political party is excepted from the requirement to register as a lobbyist	\$5,000	\$8,930	<u>\$9,320</u>
305.005(g)(2)	Threshold of category to report compensation less than \$10,000	\$10,000	\$17,860	\$18,630
305.005(g)(3)	Upper threshold of category to report compensation of at least \$10,000 but less than \$25,000	\$25,000	\$44,630	<u>\$46,580</u>
305.005(g)(4)	Upper threshold of category to report compensation of at least \$25,000 but less than \$50,000	\$50,000	\$89,260	\$93,150
305.005(g)(5)	Upper threshold of category to report compensation of at least \$50,000 but less than \$100,000	\$100,000	\$178,520	\$186,300
305.005(g)(6)	Upper threshold of category to report compensation of at least \$100,000 but less than \$150,000	\$150,000	\$267,770	\$279,450
305.005(g)(7)	Upper threshold of category to report compensation of at least \$150,000 but less than \$200,000	\$200,000	\$357,030	\$372,600
305.005(g)(8)	Upper threshold of category to report compensation of at least \$200,000 but less than \$250,000	\$250,000	\$446,280	\$465,75 <u>0</u>
305.005(g)(9)	Upper threshold of category to report compensation of at least \$250,000 but less than \$300,000	\$300,000	\$535,540	<u>\$558,900</u>

# **Lobby Threshold Changes**

Lobby Registrations and Reports: Section of Government Code	Threshold Description	Original Threshold Amount	2020 Amount	2021 Amount
305.005(g)(10)	Upper threshold of category to report compensation of at least \$300,000 but less than \$350,000	\$350,000	\$624,790	<u>\$652,050</u>
305.005(g)(11)	Upper threshold of category to report compensation of at least \$350,000 but less than \$400,000	\$400,000	\$714,050	<u>\$745,200</u>
305.005(g)(12)	Upper threshold of category to report compensation of at least \$400,000 but less than \$450,000	\$450,000	\$803,310	<u>\$838,350</u>
305.005(g)(13)	Upper threshold of category to report compensation of at least \$450,000 but less than \$500,000	\$500,000	\$892,560	<u>\$931,500</u>
305.005(g-1)	Threshold of compensation or reimbursement at which a registrant must report the exact amount	\$500,000	\$892,560	<u>\$931,500</u>
305.0061(c)(3)	Threshold over which the name of a legislator who is the recipient of a gift, a description of the gift, and amount of the gift is required to be disclosed	·	\$90	\$90
305.0061(e-1)	Threshold below which an expenditure for food or beverages is considered a gift and reported as such	\$50	\$90	\$90
305.0063	Threshold of expenditures below which a registrant may file lobby activities reports annually instead of monthly	\$1,000	\$1,790	<u>\$1,860</u>

## **Lobby Compensation Ranges**

2019 and Prior	2020	2021
Less than \$10,000	Less than \$17,860	Less than \$18,360
\$10,000 - \$24,999.99	\$17,860 - \$44,629.99	\$18,360 - \$46,579.99
\$25,000 - \$49,999.99	\$44,630 - \$89,259.99	\$46,580 - \$93,149.99
\$50,000 - \$99,999.99	\$89,260 - \$178,519.99	\$93,150 - \$186,299.99
\$100,000 - \$149,999.99	\$178,520 - \$267,769.99	\$186,300 - \$279,449.99
\$150,000 - \$199,999.99	\$267,770 - \$357,029.99	\$279,450 - \$372,599.99
\$200,000 - \$249,999.99	\$357,030 - \$446,279.99	\$372,600 - \$465,749.99
\$250,000 - \$299,999.99	\$446,280 - \$535,539.99	\$465,750 - \$558,899.99
\$300,000 - \$349,999.99	\$535,540 - \$624,789.99	\$558,900 - \$652,049.99
\$350,000 - \$399,999.99	\$624,790 - \$714,049.99	\$652,050 - \$745,199.99
\$400,000 - \$449,999.99	\$714,050 - \$803,309.99	\$745,200 - \$838,349.99
\$450,000 - \$499,999.99	\$803,310 - \$892,559.99	\$838,350 - \$931,499.99
\$500,000 or more	\$892,560 or more	\$931,500 or more

## **Lobby Compensation Ranges – Important Notes**

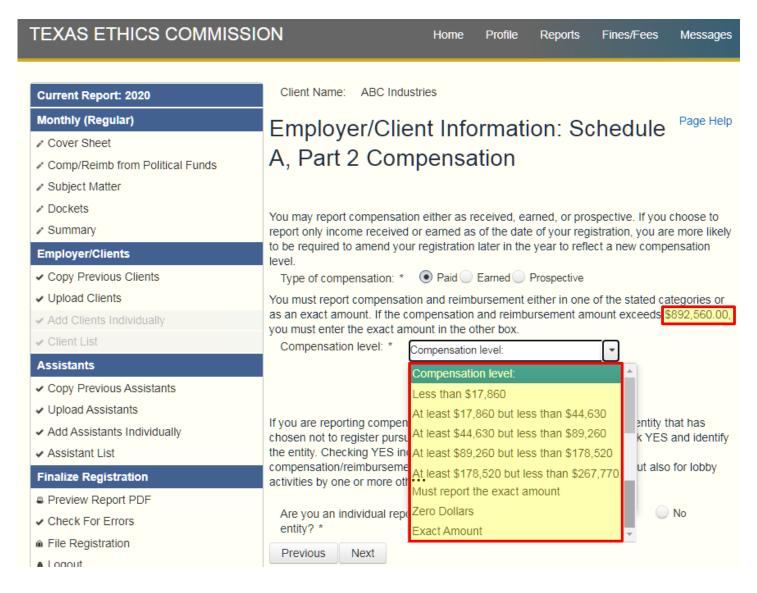
We are NOT turning on the 2020 Lobby compensation ranges

- ➤ All 2020 registrations will keep the 2019 ranges
- ➤ It is too late in the year to force this change on lobbyists with numerous clients
- ➤ It is too challenging to have mixed ranges for statistics purposes



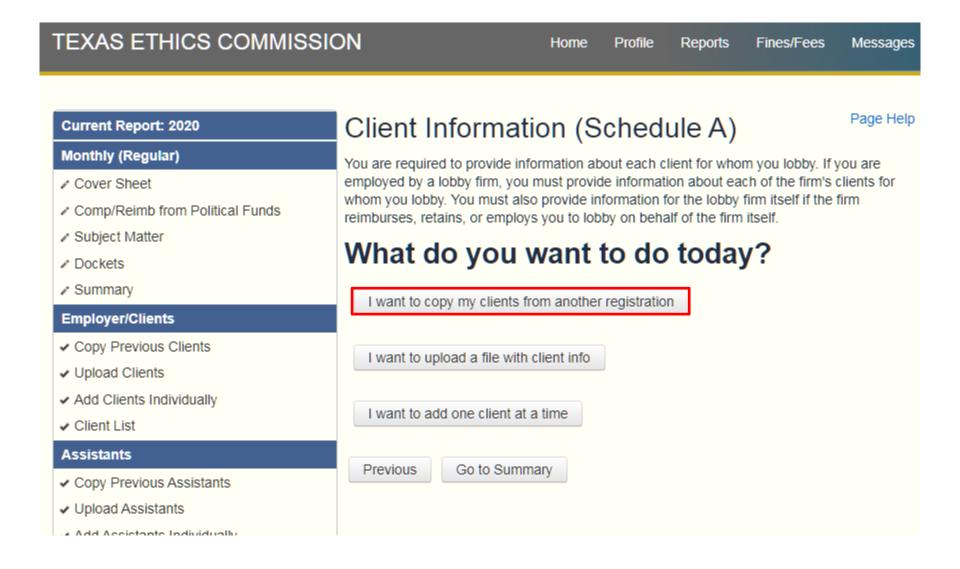
2021 compensation ranges go into effect on December 1, 2020, for registrations covering calendar year 2021

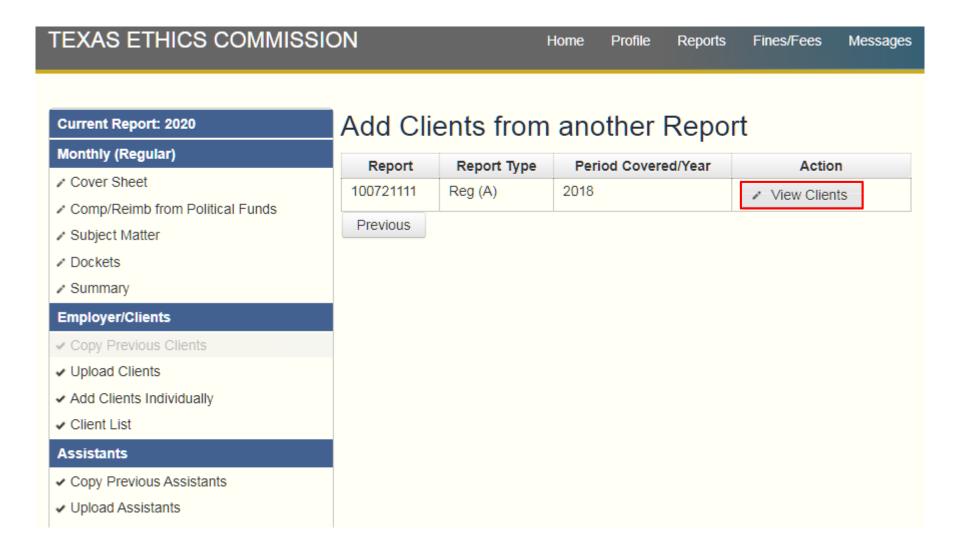
## **Lobby Registration Threshold Changes – Compensation Ranges**

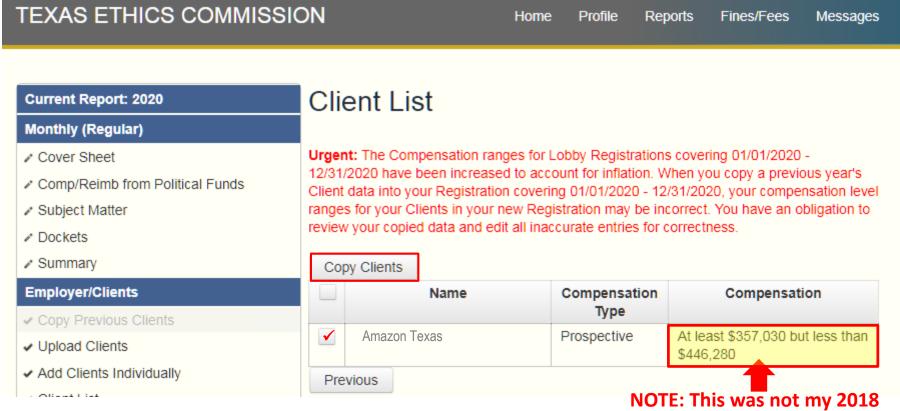


## **Lobby Registration Compensation – PDF Rendering**

	EMPLOYER / CL PART 1 - GENER		FOI SCHEDUL	RM REG E A PG 1		
	Use the Form REG Instruction	on Guide for assistance in filling out	Schedule A Part 1.		1 PAGE# Sch: 1/1 Rpt: 3/	5
2	REGISTRANT NAME	Test ID				
3	EMPLOYER / CLIENT NAME	ABC Industries				
4	EMPLOYER / CLIENT MAILING ADDRESS	ADDRESS / P.O. BOX; A	APT / SUITE #;	CITY;	STATE;	ZIP CODE
		My Town, TX 12345				
	PART 2 - COMPEN	SATION				
1	LEVEL OF COMPENSATION FOR LOBBYING	At least \$44,630 but less than \$89,20	60			
2	TYPE OF COMPENSATION BEING REPORTED	X PAID	EARNED (but not received)		PROSPECTIVE	

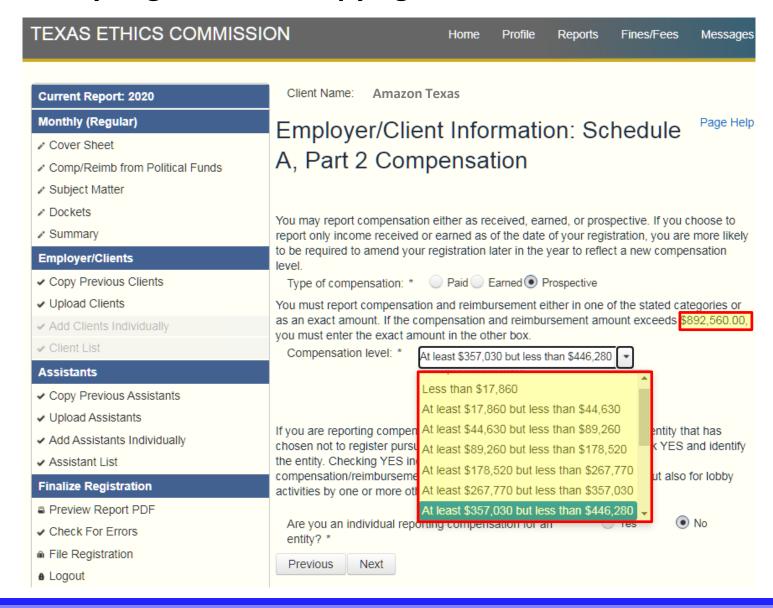






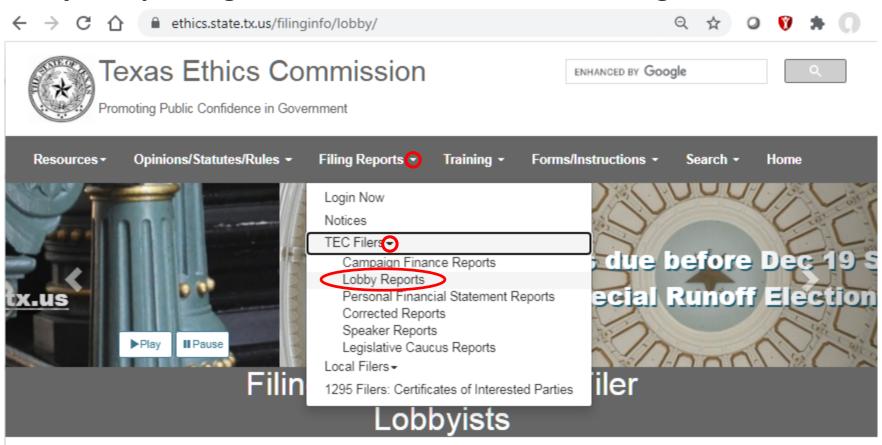
NOTE: This was not my 2018 compensation range. I must change it after the copy!

2019 and Prior	2020	2021
\$150,000 - \$199,999.99	\$267,770 - \$357,029.99	\$279,450 - \$372,599.99
\$200,000 - \$249,999.99	\$357,030 - \$446,279.99	\$372,600 - \$465,749.99



#### **Best practices:**

- ✓ Always work on importing your clients and assistants BEFORE entering any other data into your registration so that you can delete your registration if you find issues with the data you imported
  - You cannot "undo" an import. You must delete/edit one client/assistant at a time.
- ✓ Use the import csv templates on the TEC website
- ✓ Use the "Guide for Importing Clients and Assistants" on the TEC website
- ✓ Use the "CSV Import File Format Verifier Application" on the TEC website BEFORE
  you import your csv files to flush out errors in your data
- ✓ ALWAYS do your editing in an Excel file (not a Google sheet!). Save your Excel file as a csv file ONLY for using with the format verifier and for importing your file into your registration.
  - Do NOT edit a CSV file! You can introduce garbage/control characters.
  - Save as "CSV(delimited)(\*.csv)" for testing and importing



#### Filing A Lobby Report

Registration Deadlines

Fees

Laws & Regulations

### Filing A Lobby Report

If you are in direct communications with "members of the legislative or executive branch" of the state of Texas government and cross either a compensation or expenditure threshold, Chapter 305 of the Government Code requires you to register with the Texas Ethics Commission and to file periodic reports of lobbying activity. You are a filer type LOBB.

## Filing Reports for TEC Filer Lobbyists

Filing A Lobby Report

Registration Deadlines

Fees

Laws & Regulations

Publications/Guides/FAQs

Forms & Instructions

minimum managements

### Filing A Lobby Report

If you are in direct communications with "members of the legislative or executive branch" of the state of Texas government and cross either a compensation or expenditure threshold, Chapter 305 of the Government Code requires you to register with the Texas Ethics Commission and to file periodic reports of lobbying activity. You are a filer type LOBB.

If you don't know if you have a Filer ID, see Filer ID below.

If you can't login to your account because you forgot your password, you can click Forgot Password? at the login screen to reset your password. For detailed information, see Forgot Password below.

Instructional Videos on Using the Application

Importing Clients and Assistants from a Spreadsheet into the Application

- · Guide for Importing Clients and Assistants
- · Clients Template
- · Assistants Template

CSV Import File Format Verifier Application

Always pre-test!

#### Changes to import template:

New amount codes to specify the compensation range

Amount Code	Compensation Range 2019 and Prior Years	Compensation Range 2020**	Compensation Range 2021
LOBBCOMPEQZERO	\$0	\$0	\$0
LOBBCOMP01	Less than \$10,000	Less than \$17,860	Less than \$18,360
LOBBCOMP02	\$10,000 - \$24,999.99	\$17,860 - \$44,629.99	\$18,360 - \$46,579.99
LOBBCOMP03	\$25,000 - \$49,000.99	\$44,630 \$89,259.99	\$46,580 - \$93,149.99
LOBBCOMP04	\$50,000 - \$99,999.99	\$89,260 - \$178,519,99	\$93,150 - \$186,299.99
LOBBCOMP05	\$100,000 - \$149,999.99	\$178,520 - \$267,769.99	\$186,300 - \$279,449.99
LOBBCOMP06	\$150,000 - \$199, 999.99	\$267,770 - \$357,029.99	\$279,450 - \$372,599.99
LOBBCOMP07	\$200,000 - \$249, 999.99	\$357,030 - \$446,279.99	\$372,600 - \$465,749.99
LOBBCOMP08	\$250,000 - \$299,999.99	\$446,280 - \$535,539.99	\$465,750 - \$558,899.99
LOBBCOMP09	\$300,000 - \$349,999.99	\$535,540 - \$624,789.99	\$558,900 - \$652,049.99
LOBBCOMP10	\$350,000 - \$399,999.99	\$624,790 - \$714,049.99	\$652,050 - \$745,199.99
LOBBCOMP11	\$400,000 - \$449,999.99	\$714,050 - \$803,309.99	\$745,200 - \$838,349.99
LOBBCOMP12	\$450,000 - \$499,999.99	\$893,310 - \$892,559.99	\$838,350 - \$931,499.99
LOBBCOMP13	Over \$500,000	\$892,560	Over \$931,500
LOBBCOMPEXACTAMT	Exact Amount	Exact Amount	Exact Amount

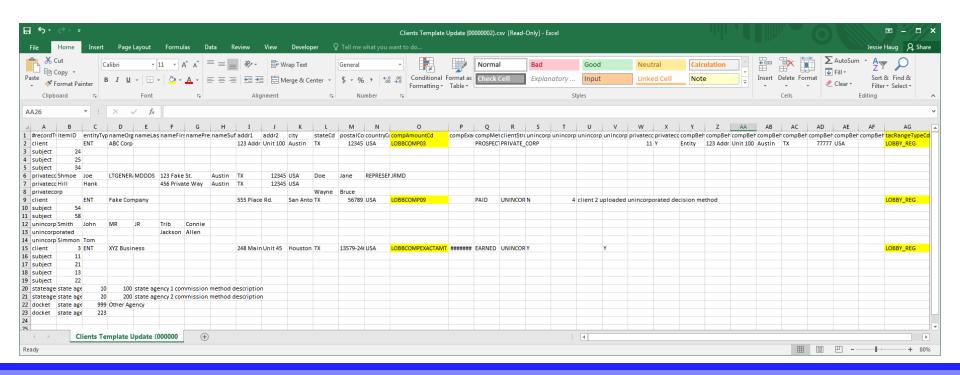
<sup>\*\*</sup> Do not use the 2020 compensation ranges. Use the 2019 ranges for 2020 imports.

#### Changes to import template:

• New required field added to end of Client csv template:

#### **Non-repeating Information for Lobby Client**

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
33	Rx	tacRangeTypeCd	String	30	A constant to identify the type of Import. MUST be LOBBY_REG



Using the CSV Import File Format Verifier:

Access the verifier from the TFC website

Importing Clients and Assistants from a Spreadsheet into the Application

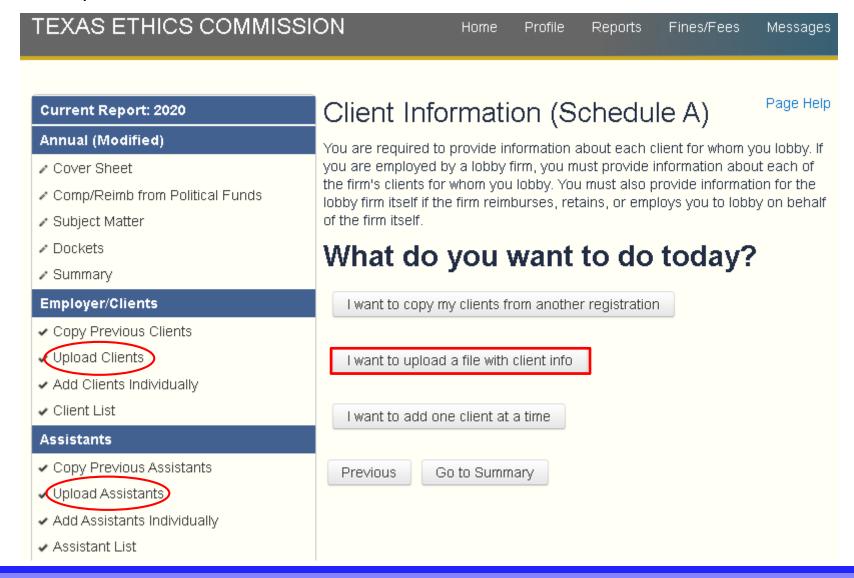
- · Guide for Importing Clients and Assistants
- Clients Template
- Assistants Template
- CSV Import File Format Verifier Application

#### Lobby Import Checker This checker will describe each error per line of your Import CSV. Your file will not be uploaded to the Texas Ethics Commission through this checker. If you are unsure what to use for your Client Compensation Ranges, choose your Registration Year below and click to "View Compensation Range" 2020 🐼 Select Registration Year: View Compensation Range Displayed on next slide Select CSV to upload: Clients Template Update Nov Choose File Check CSV

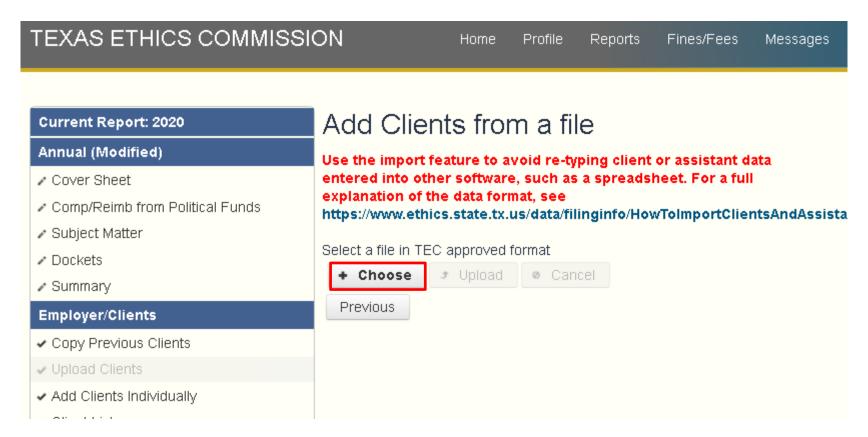
Using the CSV Import File Format Verifier:



How to import csv files:

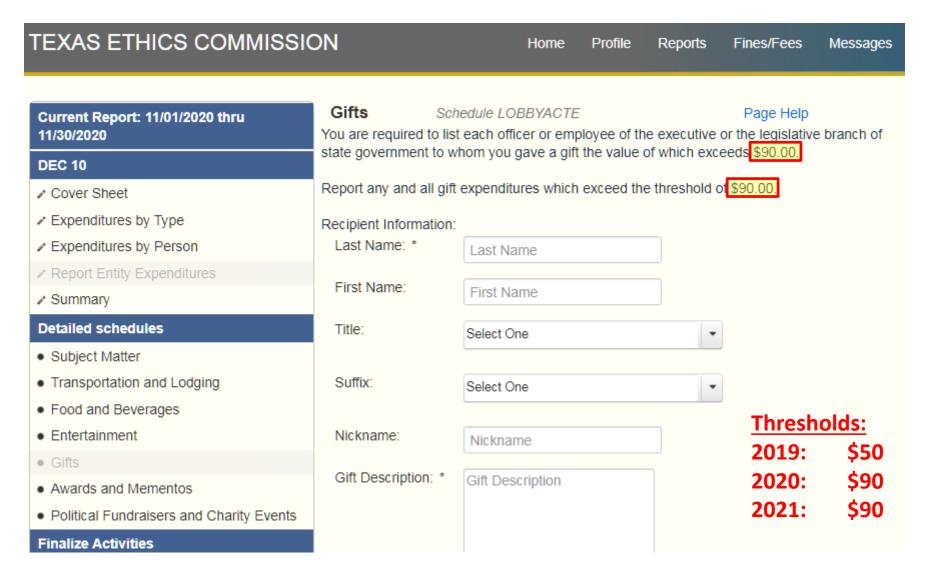


How to import csv files:





## **Lobby Activities Report Threshold Changes - Gifts**



# **Lobby Activities Report Threshold Changes – Exceeded Annual Threshold**



# **Lobby Activities Report Threshold Changes – Exceeded Annual Threshold – PDF Rendering**

LOBBY ACTIVITIES RE	EPORT		FORM LA COVER SHEET
Use the FORM LA INSTRUCTION GUIDE for assistance in filling out this form	1 SCHEDULE A FILED:  NUMBER OF PAGES B 0 OF SCHEDULES FILED: E 0		3 Filer ID 00049133 Page # 1 of 1
2 REGISTRANT NAME Test ID			OFFICE USE ONLY
4 REPORT TYPE X REGULAR ( MODIFIED (		MODIFIED REPORTING AMOUNT h Form TN)	
5 REPORT DEADLINE February 1  March 10  April 10	0 June 10 July 10 August 10	October 10  November 10  X December 10	Date Hand-delievered or Date Postmarked  Receipt # Amount
May 10	September 10	January 10	Date Processed
6 PERIOD COVERED Month Day 01/01/2020	Year THROUGH	Month Day Year 11/30/2020	Date Imaged
7 EXPENDITURE TOTALS BY TYPE Transportation & Food & Beverage Entertainment	\$	Gifts 0.00 (other than awards & 2,000.00 Awards & Mementos 0.00 Political Fundraisers/CF	\$ 0.00 \$ 0.00
Entertainment	\$	Mass Media Communic	

## **Lobby Changes – Questions?**



Threshold Changes – Required annually by Govt Code § 571.064

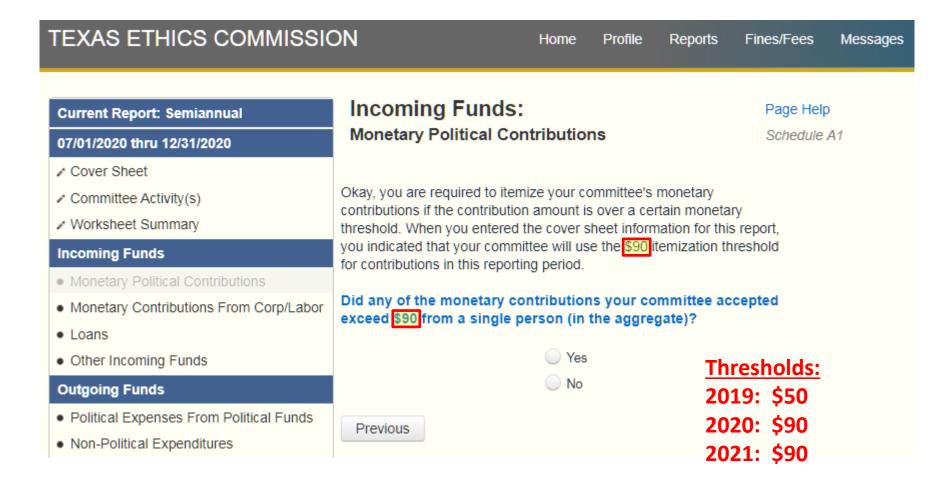
- Incoming Funds
  - > Schedules A1, A2, B, E, K
- Outgoing Funds
  - Schedules F1, F2, F3, F4
- Daily Reports of Contributions
  - > Schedules A1, A2, B, C1, C2, C3, D
- Daily Reports of Expenditures
  - Schedules F1, F2, F4

Campaign Finance Reports: Section of Election Code	Threshold Description	Original Threshold Amount	2020 Amount	2021 Amount	GPAC/MPAC Schedule
253.031(b)	The amount of political contributions or political expenditures permitted by a political committee before a campaign treasurer appointment is required	\$500	\$870	<u>\$910</u>	TA
253.032(a)	Threshold of contributions accepted from an out-of-state political committee above which a certain written statement or a statement of organization is required		\$900	<u>\$930</u>	Documentation
253.032(a)(1)	Threshold of contributions to an out-of-state political committee above which certain information regarding contributions must be included in the written statement required under section 253.032(a), Election Code	\$100	\$180	<u>\$190</u>	Documentation
253.032(e)	Threshold of contributions accepted from an out-of-state political committee at or below which certain information or a statement of organization must be included in a report	\$500	\$900	<u>\$930</u>	A1, A2,B
254.031(a)(1)	Threshold at which contributor information is required to be reported	\$50	\$90	\$90	A1,A2,B
254.031(a)(2)	Threshold at which lender information is required to be reported	\$50	\$90	\$90	E
254.031(a)(3)	Threshold at which information on the payee of a political expenditure is required to be reported	\$100	\$180	<u>\$190</u>	F1,F2,F4
254.031(a)(5)	Threshold below which contributor information is not required to be reported	\$50	\$90	\$90	A1,A2,B
254.031(a)(5)	·	\$100	\$180	<u>\$190</u>	F1,F2,F4

Campaign Finance Reports: Section of Election Code	Threshold Description	Original Threshold Amount	2020 Amount	2021 Amount	GPAC/MPAC Schedule
254.031(a)(9)	Threshold at which the source of any credit, interest, return of deposit fee from political contributions or asset is required to be reported	\$100	\$130	<u>\$120</u>	К
254.031(a)(10)	Threshold at which the proceeds from sale of a political asset is required to be reported	\$50	\$130	\$120	K
254.031(a)(11)	Threshold at which any gain from an investment purchased with political contributions is required to be reported	\$50	\$130	<u>\$120</u>	F3
254.031(a)(12)	Threshold at which any other gain from political contribution is required to be reported	\$50	\$130	<u>\$120</u>	K
254.036	Threshold of political contributions and political expenditures below which a filer qualifies for the electronic filing exemption, if certain conditions are met	\$20,000	\$27,140	<u>\$28,420</u>	AFFEX
254.039	Contribution threshold triggering Special Report Near Election by GPACs during the 9 days before election	\$5,000	\$6,090	<u>\$6,370</u>	A1,A2,B, C1,C2,C3,D
254.039	Direct Campaign expenditure thresholds triggering Special Report Near Election by GPACs (\$1,000 for single candidate or \$15,000 for group of candidates) during the 9 days before election	\$1,000/\$15,000	\$1,790/\$26,780	<u>\$1,860/\$27,950</u>	F1,F2,F4
254.151(6)	Threshold at which the principal occupation for GPAC contributors is required to be reported	\$50	\$90	\$90	GPAC: Lower Threshold A1,A2,B

Campaign Finance Reports: Section of Election Code	Threshold Description	Original Threshold Amount	2020 Amount	2021 Amount	GPAC/MPAC Schedule
254.1541(a)	Threshold of political contributions and political expenditures below which a GPAC has a \$100 contribution itemization threshold, rather than \$50	\$20,000	\$25,860	<u>\$27,000</u>	
254.1541(b)	Contribution reporting threshold for GPACs qualifying under section 254.1541 set to \$100	\$100	\$180	<u>\$190</u>	GPAC: Higher Threshold A1,A2
254.156(1)	Threshold at which contributor, lender, and payee information is required for a political contribution, loan, or expenditure, respectively, to an MPAC	\$10	\$20	\$20	MPAC: Lower Threshold A1,A2
254.156(2)	Threshold at which contribution information for MPACs qualifying under section 254.1541 is set to \$20	·	\$40	\$40	MPAC: Higher Threshold A1,A2

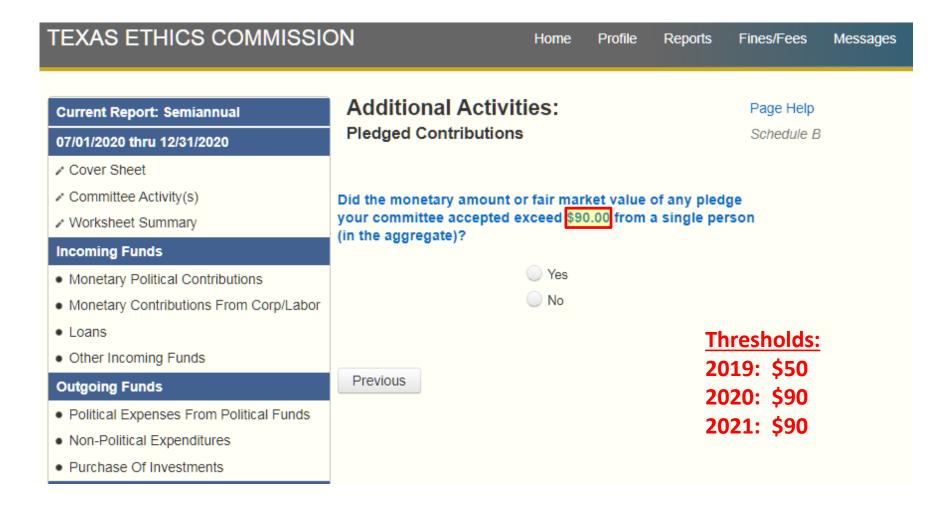
## Form GPAC Report Threshold Changes – Schedule A1



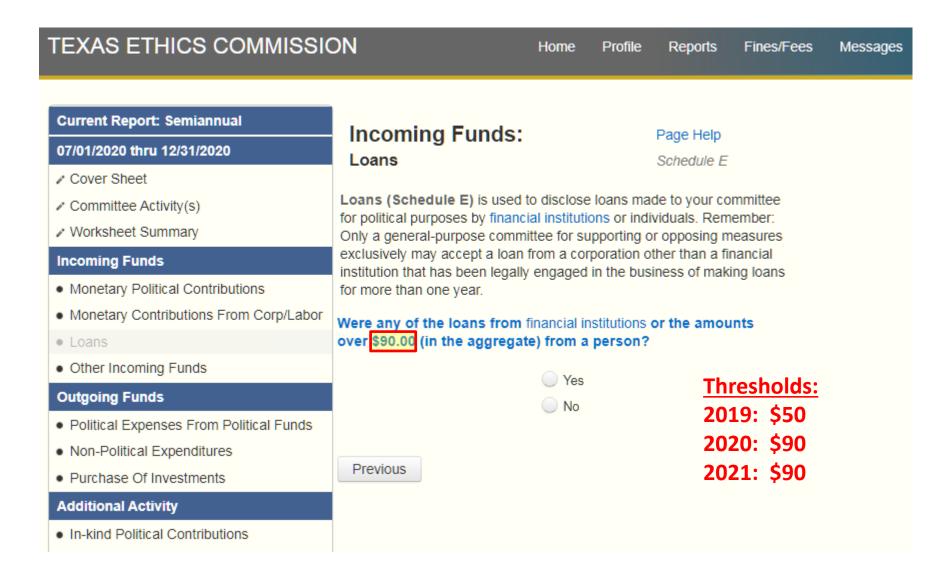
## Form GPAC Report Threshold Changes – Schedule A2

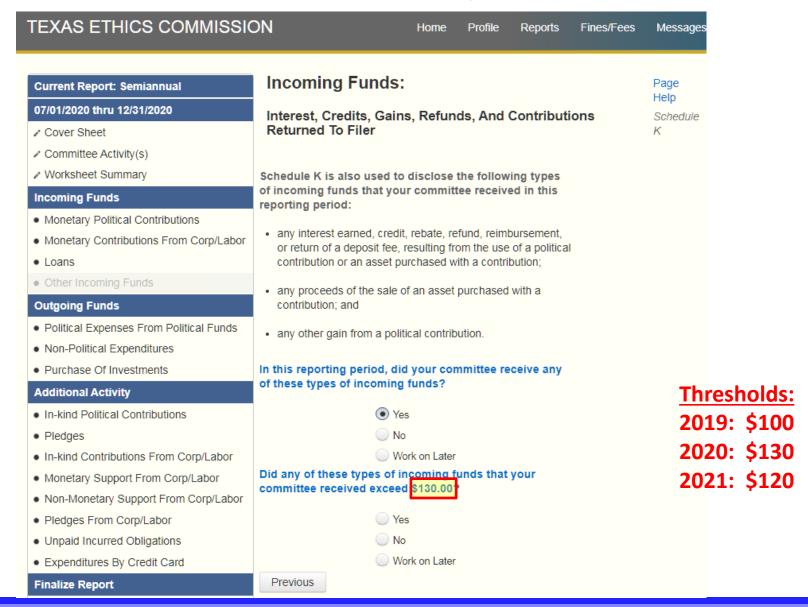


## Form GPAC Report Threshold Changes – Schedule B2



## Form GPAC Report Threshold Changes – Schedule E







Current Report: Semiannual	Additional Activities		Page Hel	p	
07/01/2020 thru 12/31/2020	(Outgoing): Unpaid Incurred Obligations		Schedule		
✓ Cover Sheet	onpaid incurred obligations		F2		
✓ Committee Activity(s)					
✓ Worksheet Summary	Were any of the unpaid incurred obliga	ations for p	olitical		
Incoming Funds	expenditures exceeding \$180.00 (in the	e aggregate	e) to a sin	gle	
Monetary Political Contributions	payee OR for non-political expenditure	es (or any a	mount)?		
Monetary Contributions From Corp/Labor	As a practical matter, very few expenditur	res made fro	om politic	al	
• Loans	contributions are non-political.				
Other Incoming Funds	○ Yes		<u>Th</u>	<u>resholds:</u>	
Outgoing Funds	○ No		<b>20</b> :	19: \$100	
Political Expenses From Political Funds			20	20: \$180	
Non-Political Expenditures	Previous		20	21: \$190	
	Flevious			- 7-33	

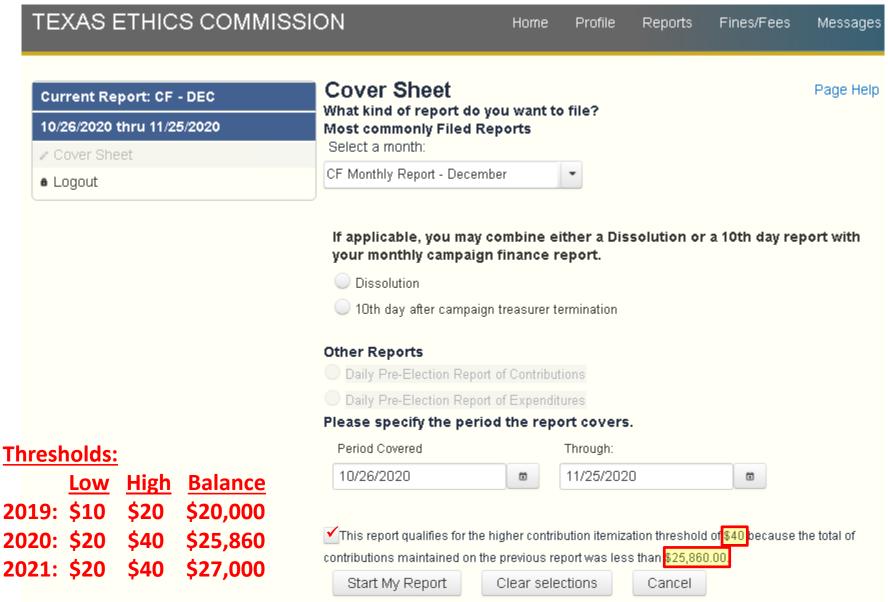
Current Report: Semiannual	Outgoing Funds:		Page Help		
07/01/2020 thru 12/31/2020	Purchase Of Investments From	om Politica		dule	
* Cover Sheet	Contributions		F3		
Committee Activity(s)					
* Worksheet Summary	Purchase Of Investments From Po				
Incoming Funds	(Schedule F3) is used to disclose info purchased with political contributions,				
Monetary Political Contributions	\$130.00. Although you are not require	d to do so, you	ı may choo:	se to	
Monetary Contributions From Corp/Labor	itemize any investment purchased with the amount. (Prior to January 1, 2015,				
Loans	schedule K.)	uno activity w	as disclose	u VII	
Other Incoming Funds					
Outgoing Funds	Have you used political contribution				
Political Expenses From Political Funds	investment, the amount of which e received the investment in this rep			hresholds:	•
Non-Political Expenditures			-		•
Purchase Of Investments	Yes			2019: \$ 50	
Additional Activity	○ No			020: \$130	
In-kind Political Contributions	○ Work on	Later	2	.021: \$120	
● Pledges					
	Previous				

TEXAS ETHICS COMMISSION	NC	Home	Profile	Reports	Fines/Fees	Messages
Orrent Report: Semiannual 07/01/2020 thru 12/31/2020	Additional Activit Expenditures Made by		ard	Page Help Schedule I		
<ul> <li>✓ Cover Sheet</li> <li>✓ Committee Activity(s)</li> <li>✓ Worksheet Summary</li> </ul> Incoming Funds	Were any of the expenditure political expenditures exceed a single payee OR for non-pamount)?	eding \$18	0.00 (in th	e aggregat		
Monetary Political Contributions     Monetary Contributions From Corp/Labor	As a practical matter, very few contributions are non-politic		ures made	from politi	cal	
Loans     Other Incoming Funds  Outgoing Funds		Yes No			resholds: 19: \$100	
<ul> <li>Political Expenses From Political Funds</li> <li>Non-Political Expenditures</li> <li>Purchase Of Investments</li> </ul>	Previous				20: \$180 21: \$190	

## Form GPAC Rendered PDF – Cover Sheet PG 2

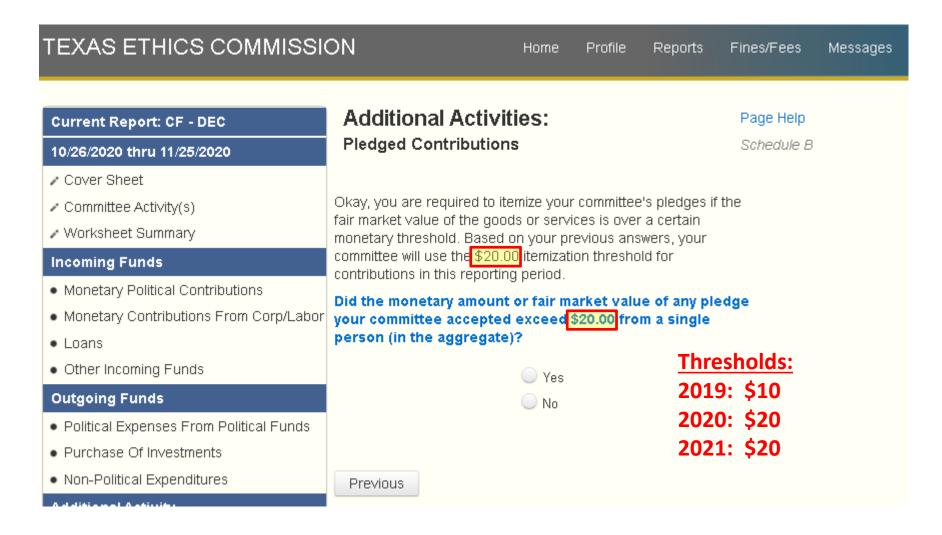
GENERAL-PURPOSE COMMITTEE REPORT: PURPOSE AND TOTALS				FORM GPAC ER SHEET PG 2
12 COMMITTEE NAME Test ID			13 Filer ID 00049133	(Ethics Commission Filers)
14 COMMITTEE ACTIVITY	Candidates (Identify by name or, if applicable, classify by party.)	A. Supported		
(Attach lists on plain paper to complete this report if necessary.)		B. Opposed		
	Measures (Describe by date and location of election and nature of issue.)	A. Supported		
		B. Opposed		
	Officeholders     Assisted (Identify by name or, if applicable, classify by party.)			
15 CONTRIBUTION TOTALS	PLEDGES, LOANS, CONTRIBUTIONS M	POLITICAL CONTRIBUTIONS (OTHER THAN OR GUARANTEES OF LOANS, OR ADE ELECTRONICALLY) qualifies for the higher itemization threshold	\$	0.00
	2. TOTAL POLITICA (OTHER THAN PLE	L CONTRIBUTIONS DGES, LOANS, OR GUARANTEES OF LOANS)	\$	100.00
EXPENDITURE TOTALS	3. TOTAL UNITEMIZED	POLITICAL EXPENDITURES	\$	0.00
	4. TOTAL POLITICA	L EXPENDITURES	\$	0.00

## Form MPAC Report Threshold Changes – Itemization Qualification



TEXAS ETHICS COMMISSI	ON	Home	Profile	Reports	Fines/Fees	Messages
Current Report: CF - DEC 10/26/2020 thru 11/25/2020	Incoming Funds:	tributio	ons		Page He Schedu	•
Cover Sheet	·					
Committee Activity(s)  Worksheet Summary	Okay, you are required to iter contributions if the contribution threshold. When you entered	on amoun	it is over a	certain mon	etary	
Incoming Funds	report, you indicated that you threshold for contributions in	ır committ	tee will use	e the <mark>\$40</mark> iter		
Monetary Political Contributions		una repo	rung peno	u.		
Monetary Contributions From Corp/Labor	Did any of the monetary co		_		accepted	
• Loans	exceed \$40 from a single	erson (	in the agg	gregatej?		
Other Incoming Funds		O Yes	s <b>T</b> I	hreshold	ls:	
Outgoing Funds		O No		Lov	<del></del>	Balance
Political Expenses From Political Funds     Political Expenses Of Inventor Control	Previous		20	019: \$1	_	\$20,000
Purchase Of Investments				020: \$2		\$25,860
			2	021: \$20	0 \$40	\$27,000

TEXAS ETHICS COMMISSION	NC	Home	Profile	Reports	Fines/Fees	Messages
Current Report: CF - DEC 10/26/2020 thru 11/25/2020	Additional Activi		cal Cont	ributions		age Help chedule A2
<ul><li>Cover Sheet</li><li>Committee Activity(s)</li><li>✓ Worksheet Summary</li></ul>	Okay, you are required to it contributions if the fair mark	-			is over a	
Incoming Funds  • Monetary Political Contributions	certain monetary threshold. Based on your previous answers, your committee will use the \$40 itemization threshold for contributions in this reporting period.					
<ul><li>Monetary Contributions From Corp/Labor</li><li>Loans</li><li>Other Incoming Funds</li></ul>	Did the fair market value your committee accepte the aggregate)?		\$40 from	a single pe	rson (in	
Outgoing Funds		<b>O</b> v		<u>hreshol</u> <u>Lo</u>	<u>w High</u>	<b>Balance</b>
Political Expenses From Political Funds     Purchase Of Investments     Non-Political Expenditures  Additional Activity	Previous	◯ Ye ◯ No	2	019: \$1 020: \$2 021: \$2	0 \$40	\$20,000 \$25,860 \$27,000



TEXAS ETHICS COMMISSI	ON	Home	Profile	Reports	Fines/Fees	Messages
Current Report: CF - DEC						
10/26/2020 thru 11/25/2020	Incoming Funds:			Page Help		
✓ Cover Sheet	Loans			Schedule E		
✓ Committee Activity(s)	Loans (Schedule E) is used					
✓ Worksheet Summary	committee for political purposes by financial institutions or individuals.  Remember: Only a general-purpose committee for supporting or					
Incoming Funds	opposing measures exclusively may accept a loan from a corporation other than a financial institution that has been legally engaged in the business of making loans for more than one year.					
Monetary Political Contributions						
Monetary Contributions From Corp/Labor	_					
• Loans	Did your committee receiv	e any lo	ans in this	reporting	period?	
Other Incoming Funds	Were any of the loans from				amounts	
Outgoing Funds	over <mark>\$20.00</mark> (in the aggreg	ate) froi	n a person	!?		
Political Expenses From Political Funds		Ye:	S	<u>Thre</u>	esholds:	
Purchase Of Investments		O No		201	9: \$10	
Non-Political Expenditures				202	0: \$20	
Additional Activity	Previous			202	1: \$20	
In-kind Political Contributions	11041003					

TEXAS ETHICS COMMISSION Profile Reports Fines/Fees Messages Incoming Funds: Page **Current Report: CF - DEC** Help 10/26/2020 thru 11/25/2020 Interest, Credits, Gains, Refunds, And Contributions Schedule Returned To Filer Cover Sheet ✓ Committee Activity(s) Worksheet Summary Schedule K is also used to disclose the following types of incoming funds that your committee received in this **Incoming Funds** reporting period: Monetary Political Contributions any interest earned, credit, rebate, refund, Monetary Contributions From Corp/Labor reimbursement, or return of a deposit fee, resulting from the use of a political contribution or an asset purchased Loans with a contribution; Other Incoming Funds · any proceeds of the sale of an asset purchased with a **Outgoing Funds** contribution; and Political Expenses From Political Funds Purchase Of Investments any other gain from a political contribution. Non-Political Expenditures In this reporting period, did your committee receive Additional Activity any of these types of incoming funds? In-kind Political Contributions Yes Pledges O No In-kind Contributions From Corp/Labor **Thresholds:** Work on Later. Monetary Support From Corp/Labor Did any of these types of incoming funds that your 2019: \$100 Non-Monetary Support From Corp/Labor committee received exceed \$130.002 2020: \$130 Pledges From Corp/Labor Yes Unpaid Incurred Obligations 2021: \$120 O No Expenditures By Credit Card Work on Later Finalize Report Previous Schedule Subtotals



TEXAS ETHICS COMMISSI	NC	Home	Profile	Reports	Fines/Fees	Messages	
Current Report: CF - DEC 10/26/2020 thru 11/25/2020	Additional Activit (Outgoing): Unpaid Incurred Oblig			Page Ho Schedu			
Cover Sheet Committee Activity(s)	Oripaid iricuited Oblig	ations		F2	ie		
Worksheet Summary     Incoming Funds     Monetary Political Contributions	Were any of the unpaid incurred obligations for political expenditures exceeding \$20.00 (in the aggregate) to a single payee OR for non-political expenditures (of any amount)?						
Monetary Contributions From Corp/Labor     Loans	As a practical matter, very for political contributions are				a balda.		
Other Incoming Funds     Outgoing Funds		Yes		201	esholds: 9: \$10		
<ul> <li>Political Expenses From Political Funds</li> <li>Purchase Of Investments</li> <li>Non-Political Expenditures</li> </ul>	Previous				0: \$20 1: \$20		

TEXAS ETHICS COMMISSI	ЭИ н	ome Profile	Reports	Fines/Fees	Messages		
Current Report: CF - DEC 10/26/2020 thru 11/25/2020	Outgoing Funds: Purchase Of Investment	s From Politi	Page Help i <b>cal</b> Sche				
Cover Sheet Committee Activity(s)	Contributions		F3				
Worksheet Summary Incoming Funds	Purchase Of Investments Fro (Schedule F3) is used to disclo	ose information	about an	r of			
<ul> <li>Monetary Political Contributions</li> <li>Monetary Contributions From Corp/Labor</li> <li>Loans</li> <li>Other Incoming Funds</li> </ul>	investment purchased with political contributions, the amount of which exceeds \$130.00 Although you are not required to do so, you may choose to itemize any investment purchased with political funds, regardless of the amount. (Prior to January 1, 2015, this activity was disclosed on schedule K.)						
Outgoing Funds  Political Expenses From Political Funds  Purchase Of Investments  Non-Political Expenditures  Additional Activity  In-kind Political Contributions	Have you used political cont investment, the amount of worked the investment in to the last of the las	hich exceeds this reporting	\$130.00 and period? T 20	h <u>resholds:</u> 019: \$ 50 020: \$130 021: \$120			
Pledges	Previous			,			

TEXAS ETHICS COMMISSI	ON	Home	Profile	Reports	Fines/Fees	Messages
Current Report: CF - DEC	Additional Activit		Card	Page Help Schedule		
10/26/2020 thru 11/25/2020  Cover Sheet		210016		301104470		
<ul><li>✓ Committee Activity(s)</li><li>✓ Worksheet Summary</li></ul>	Were any of the expenditures charged to a credit card for political expenditures exceeding \$20.00 (in the aggregate) to a single payee OR for non-political expenditures (of any					
Incoming Funds	amount)?					
<ul><li>Monetary Political Contributions</li><li>Monetary Contributions From Corp/Labor</li></ul>	As a practical matter, very for political contributions are	•		nade from		
Loans     Other Incoming Funds		Yes		201	esholds: 9: \$10	
Outgoing Funds  • Political Expenses From Political Funds	Burniana				0: \$20 1: \$20	
Purchase Of Investments	Previous					

## Form MPAC Rendered PDF – Cover Sheet PG 2

MONTHLY FILING GPAC REPORT: PURPOSE AND TOTALS			FORM MPAC COVER SHEET PG 2		
12 COMMITTEE NAME Test ID			13 Filer ID 00049153	(Ethics Commission Filers)	
14 COMMITTEE ACTIVITY	Candidates (identify by name or, if applicable, classify by party.)	A. Supported			
(Attach lists on plain paper to complete this report if necessary.)		B. Opposed			
	Measures (Describe by date and location of election and nature of issue.)	A. Supported			
		B. Opposed			
	Office holders     Assisted (Identity by name or, if applicable, classify by party.)				
15 CONTRIBUTION TOTALS	PLEDGES, LOANS, CONTRIBUTIONS M	POLITICAL CONTRIBUTIONS (OTHER THAN OR GUARANTEES OF LOANS, OR IADE ELECTRONICALLY) qualifies for the higher itemization threshold	\$	0.00	
	<ol> <li>TOTAL POLITICA (OTHER THAN PLEI</li> </ol>	L CONTRIBUTIONS DGES, LOANS, OR GUARANTEES OF LOANS)	\$	0.00	
EXPENDITURE TOTALS	3. TOTAL UNITEMIZED	POLITICAL EXPENDITURES	\$	0.00	
	4. TOTAL POLITICA	L EXPENDITURES	\$	0.00	

## Form MPAC Report Threshold Changes

Daily Pre-Election Report of Contributions – Schedules A1, A2, B, C1, C2, C3, D

TEXAS ETHICS COMMISSION

Home

Profile

Reports

Fines/Fees

Messages

## Current Report: Daily PAC Contributions

#### 10/25/2020 thru 10/25/2020

- Cover Sheet
- Worksheet Summary

#### Incoming Funds

- Monetary Political Contributions
- Monetary Contributions From Corp/Labor

## Additional Activity

- In-kind Political Contributions
- Pledges
- In-kind Contributions From Corp/Labor
- Monetary Support From Corp/Labor
- Non-Monetary Support From Corp/Labor
- Pledges From Corp/Labor

#### Finalize Report

Preview Report PDF

## Incoming Funds:

Monetary Political Contributions

Page Help

Schedule A1

Monetary Political Contributions (Schedule A1) is used for donations to your committee in the form of cash, checks, money orders, or electronic/online donations from sources other than corporations or labor organizations. (In-kind political contributions and pledges are not considered monetary contributions. Those types of contributions are disclosed under "Additional Activity.")

You are required to file a Daily Pre-election Report of Contributions if your committee accepts political contribution(s) from a person that in the aggregate exceed \$6,090 during the Daily Pre-election reporting period beginning the 9th day before an election and ending at 12 noon on the day before the election.

Did your committee accept any monetary political contributions from a person that in the aggregate exceed \$6,090 in the Daily reporting period?

## **Thresholds:**

2019: \$5,000

2020: \$6,090

2021: \$6,370

## **Form MPAC Report Threshold Changes**

Daily Pre-Election Report of Expenditures – Schedules F1, F2, F4

TEXAS ETHICS COMMISSION

Home

Profile

Reports

Fines/Fees

Messages

## Current Report: Daily PAC Expenditures

#### 10/25/2020 thru 10/25/2020

- Cover Sheet
- Worksheet Summary

#### **Outgoing Funds**

Political Expenses From Political Funds

#### Additional Activity

- Unpaid Incurred Obligations
- Expenditures By Credit Card

#### Finalize Report

- Preview Report PDF
- Check For Errors
- File
- a Logout

## **Outgoing Funds:**

Page Help

Political Expenditures From Political Contributions

Schedule F1

Political Expenditures From Political Contributions (Schedule F1) is used to disclose political payments made by your committee from political contributions. (Unpaid incurred expenditure obligations are not included here. Those types of expenditures are disclosed under "Additional Activity.").

You are required to file a Daily Pre-election Report of Direct Expenditures if your committee made political payments for direct campaign expenditures supporting or opposing either a single candidate that in the aggregate exceed \$1,790.00 or a group of candidates that in the aggregate exceed \$26,780 during the Daily reporting period beginning the 9th day before an election and ending at 12 noon on the day before the election.

Did your committee make any political payments for direct campaign expenditures supporting or opposing either a single candidate that in the aggregate exceed \$1,790.00 or a group of candidates that exceed \$26,780 in the Daily reporting period?

## **Thresholds:**

Single Group

2019: \$1,000 \$15,000

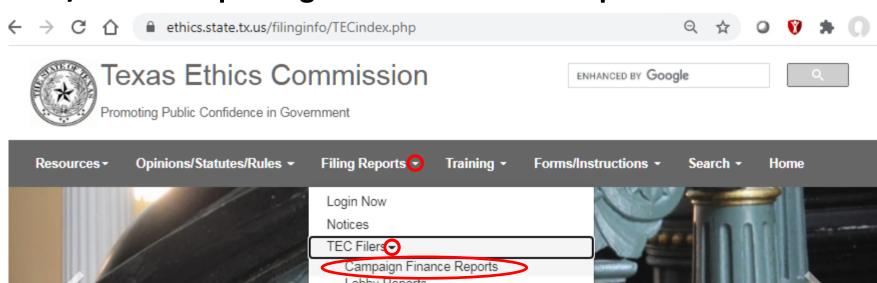
2020: \$1,790 \$26,780

2021: \$1,860 \$27,950

## No changes to the import function due to threshold changes!

## **Best practices:**

- ✓ Always work on importing your contributions and expenditures BEFORE entering any other data into your report so that you can delete your report if you find issues with the data you imported
  - You cannot "undo" an import. You must delete/edit one transaction at a time.
- ✓ Use the import csv templates on the TEC website
- ✓ Use the "Campaign Finance Import Guide/Instructions" on the TEC website
- ✓ Use the "CSV Import File Format Verifier Application" on the TEC website BEFORE
  you import your csv files to flush out errors in your data
- ✓ ALWAYS do your editing in an Excel file (not a Google sheet!). Save your Excel file as a csv file ONLY for using with the format verifier and for importing your file into your report.
  - Do NOT edit a CSV file! You can introduce garbage/control characters.
  - Save as "CSV(delimited)(\*.csv)"





#### Filing A Report

Candidates and Officeholders (COH | JCOH | SCC)

Political Committees (SPAC | JSPC | SCSPC | GPAC | MPAC | ASIF-SPAC)

## Filing A Report

Persons that file campaign finance documents with the Texas Ethics Commission include the following:

 Governor, Lieutenant Governor, Attorney General, Comptroller, Railroad Commissioner, Land Commissioner Agriculture Commissioner, State Party Chair, County Chair of certain political

# Filing Reports for TEC Filers Political Committees

### Filing a Campaign Finance Report

Committee Types

Laws/Rules/Regulations

Publications/Guides/FAQs

Filing Schedules

Notices

## Filing a Campaign Finance Report

All General-Purpose PACs, all Specific-Purpose PACs that support or oppose any candidate/officeholder who files with the Ethics Commission or that support or oppose a measure submitted to the voters of the entire state or that were created to support or oppose a measure on the issuance of bonds by a school district, and all candidates/officeholders reporting use of unexpended contributions as a committee must file with the Ethics Commission. You must select a filer type of either GPAC, MPAC, SPAC, JSPC, SCPC, or ASIF-SPAC.

For additional information regarding the different types of political committees and their filing requirements, please see the Campaign Finance Guide for Political Committees.

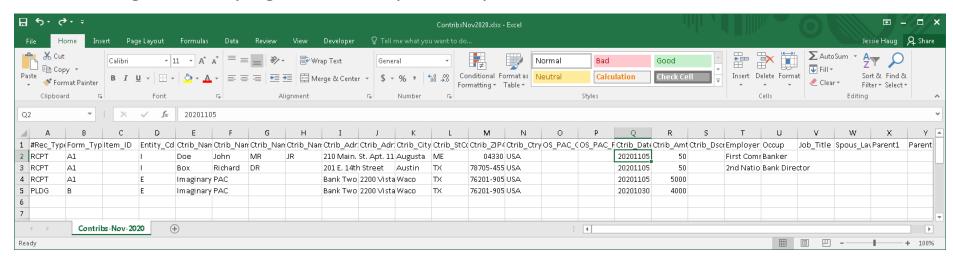
• • •

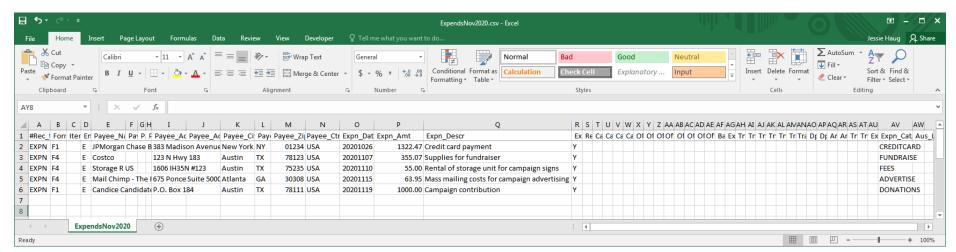
Importing Contributions and Expenditures from a Spreadsheet into the Application

- · Campaign Finance Import Guide/Instructions
- Contributions Template
- · Expenditures Template
- CSV Import File Format Verifier Application

  Always pre-test!
- · Video: How to Import Contributions and Expenditures

No changes to campaign finance import templates





Using the CSV Import File Format Verifier:

Access the verifier from the TEC website

Importing Contributions and Expenditures from a Spreadsheet into the Application

- Campaign Finance Import Guide/Instructions
- Contributions Template
- Expenditures Template
- CSV Import File Format Verifier Application
- Video: How to import Contributions and Expenditures

## Campaign Finance Import Verifier

This verifier will describe each format error found in each line of your CSV file. Your file will not be uploaded to the Texas Ethics Commission through this verifier.

This tool only checks the format of the data in your CSV file.

After you correct all your formatting errors found with this verifier, you can import your CSV file into the Campaign Finance filing application. After you successfully import your CSV file into the Campaign Finance filing application, you can select "Check For Errors" to list other problems you may have with your data, such as missing addresses. The filing application may find other import errors, such as an out of range date.

Select Filer Type: MPAC 😿

Select CSV File to Verify: | ContribsNov2020.csv

Choose File

Verify CSV Format

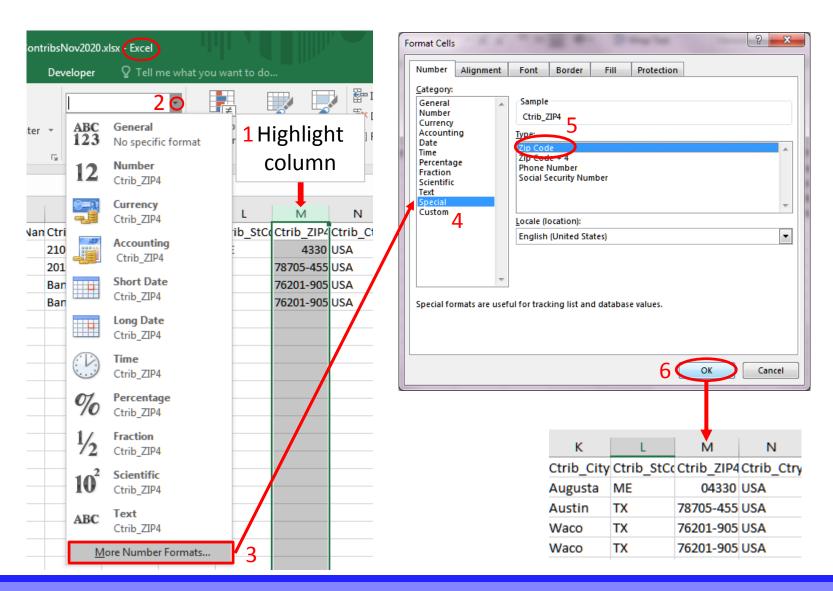
The following date range is indicated by your import file: 20201030 - 20201105

Row 2: RCPT, A1, , I, Doe, John, MR, JR, 210 Main. St. Apt. 110, , Augusta, ME, 4330 USA, , , 20201105

Row 2 Column M: Invalid US Postal Code. Must be in the form ###### or ###### ######

Zip code error!

Fixing a zip code with a leading zero in Excel:



Using the CSV Import File Format Verifier:

Access the verifier from the TEC website

Importing Contributions and Expenditures from a Spreadsheet into the Application

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# Campaign Finance Import Verifier

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Select Filer Type: MPAC

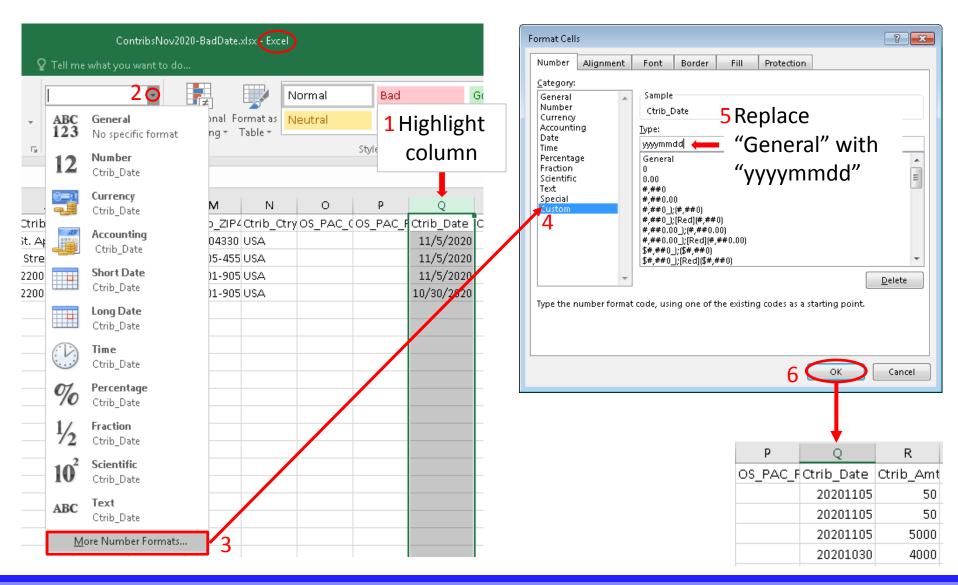
Select CSV File to Verify: ContribsNov2020-BadDate.cs Choose File Verify CSV Format

The following date range is indicated by your import file: 11/5/2020 - 11/5/2020

Row 2: RCPT, A1, , I, Doe, John, MR, JR, 210 Main. St. Apt. 110, , Augusta, ME, 04330, USA, , 11/5/2020 50, , First Community Bank, Ba

Row 2 Column Q: Date must be in YYYYMMDD Format Date format error!

Fixing a date format error in Excel:



How to import csv files:

Three ways to find the import tool in the filing application

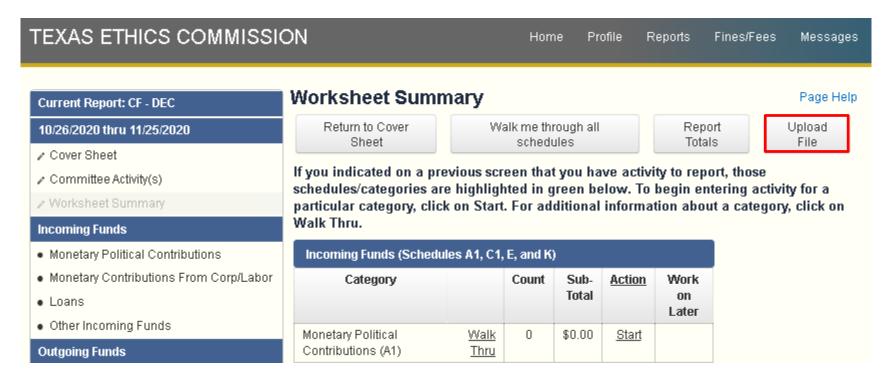
1. From "Manage My Reports":



How to import csv files:

Three ways to find the import tool in the filing application

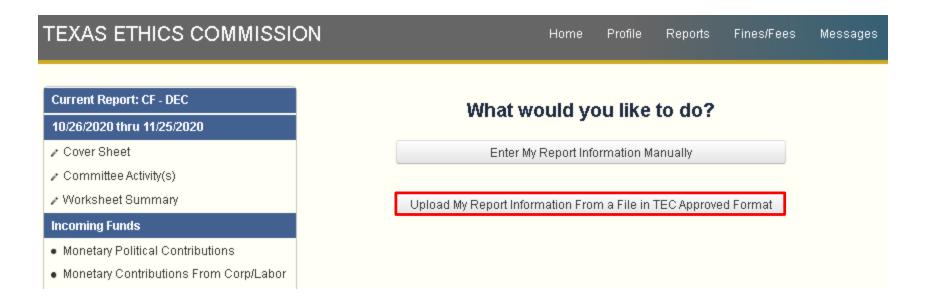
2. From "Worksheet Summary":



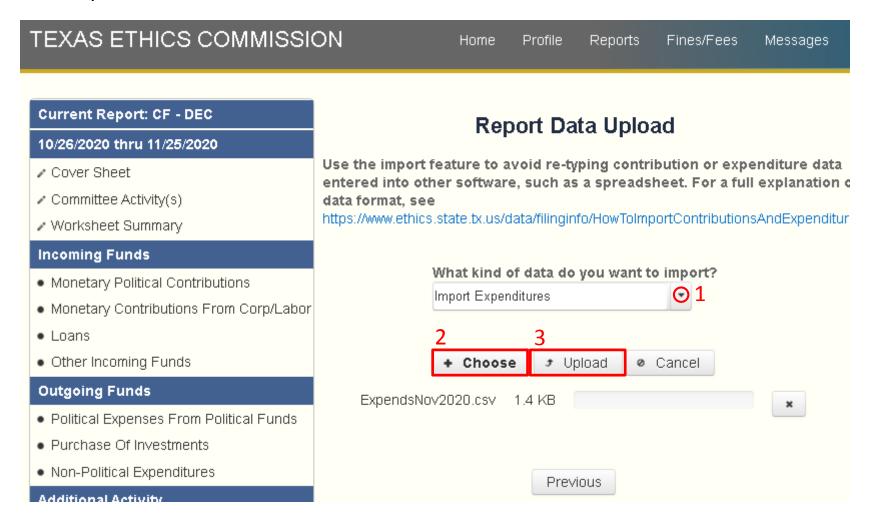
How to import csv files:

Three ways to find the import tool in the filing application

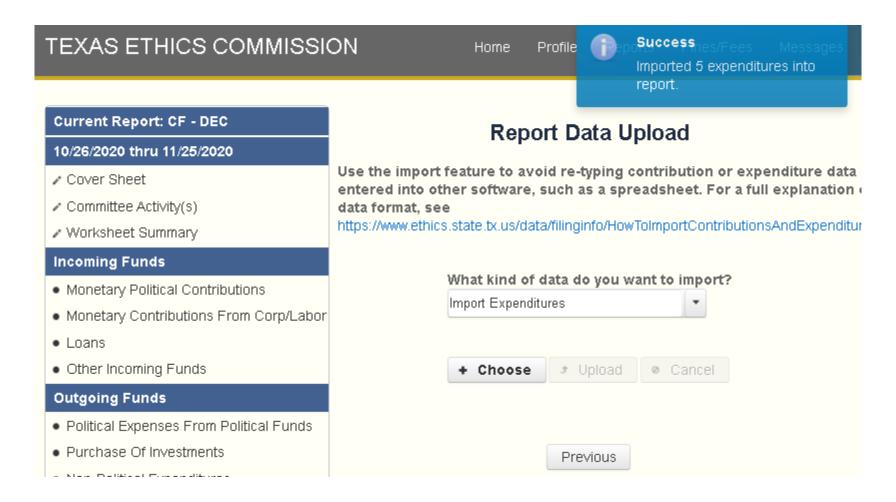
3. From completing "Committee Activity(s)":



How to import csv files:



How to import csv files:



Checking your import results:





# **GPAC/MPAC – Threshold Changes – Questions?**



## **Texas Ethics Commission Contact Information**

Jessie Haug: Director of Computer Services and Disclosure Filing

Brandon Barrett: S oftware Engineer, Computer Services

Texas Ethics Commission: 512-463-5800

reception@ethics.state.tx.us

Technical Support: support@ethics.state.tx.us