

To: Political Committee Chairmen
From: Campaign Finance Office
Subject: Monthly Reporting

Political Action Committees have the option of reporting on a monthly basis, rather than on the same schedule as the candidates they support or oppose.

To take advantage of the monthly reporting option, the PAC must submit written notification to the Supervisory Committee at least 45 days prior to the due date of the PAC's next required report. The notice of Monthly filing may be downloaded from www.ethics.la.gov and used to make the notification. The PAC will then be required to report monthly until it revokes the monthly reporting option.

Monthly reports are due no later than the **10th day of the month** following a month in which the committee accepts a contribution or some other receipt or makes an expenditure or some other disbursement. In other words, it is financial activity during the preceding month that triggers the reporting requirement, not participation in an election.

PAC's who file monthly are not required to file Committee's Special Reports for receipts. However, PAC's reporting monthly must file Committee's Special Reports if they make an expenditure in excess of \$200 to a person required to file disclosure reports who makes endorsements. Furthermore, PAC's who file monthly must file a Committee's Election Day Expenditure report **ONLY** if they make election day expenditures..

PAC's filing monthly are not required to file an Annual Report.

The Committee's Report form should be used for monthly reports. Mark "monthly" in the "Type of Report" section.

For a PAC to revoke the monthly reporting option, it must provide written notification to the Supervisory Committee. Upon receipt of such notification, the PAC must file the next monthly report, and thereafter, file reports on the same schedule as the candidates it supports or opposes.

If you have questions, please call our office and ask for the PAC division of Campaign Finance at (225) 219-5600 or toll free at 1-800-842- 6630.