

Expenditure & Distribution Requirements

Purpose: The Division's Electronic Filing System (EFS) must identify the type of distribution being made. There are four types of distributions: prepaid (PPD), credit card purchases/payments (CCP), reimbursements (RMB) and in-kind (INK). Currently the system only handles prepaid distributions where the expenditure has occurred already and then the distributions are made. Credit card purchases and reimbursements have expenditures occurring after the distribution. In-kind distributions are not linked to expenditures at all; for example, when a committee owns a building outright and lets a candidate use it. EFS must be modified to allow for the reporting of all four types of distributions.

Data Requirement: Every distribution should be reported during the coverage period when the distribution actually happened, as is the case with the expenditures, contributions and fund transfers. The related distribution(s) and expenditure can and often do occur in different reports.

Relating Expenditure & Distribution Records (RED)

For **credit card purchases (CCP) and reimbursements (RMB)**, the distribution is made first, and therefore the relation is reported when the expenditure is reported. This can be accomplished by using the newly created record type 'R', Related Expenditure-Distribution Record, in the file specifications. By using the new record type 'R' a reported expenditure can be related to distributions in previous reports without having to amend those previous reports.

On an original report, the Related Expenditure-Distribution Record (R) should only be used for expenditure records that have an expenditure type CCP or RMB. Also the distribution must be from a previous reporting period. If distribution occurs within the same reporting period then the regular distribution record (D) should be used to report the related expenditure. On an amended report, the expenditure type PPD can also be related to the distributions via the Related Expenditure-Distribution Record (R).

For **prepaid distributions (PPD)**, the related expenditure (which can be in the same reporting period or a prior period) is supplied via the distribution record (D) in fields 14 to 17. If the related expenditure is not supplied for distribution type PPD an error will be generated.

In-kind distributions (INK) are independent of expenditures so there will never be a relationship.

Expenditures: Credit Card payments (CCP) should be related to all distributions that make up the credit card statement's activity for the statement's coverage period. This amount is stored in the *Amount of Credit Card Activity*, field 19.