


MEMORANDUM

TO: Commissioners
FROM: Kerrie Stillman 
DATE: April 3, 2024
RE: Request for Approval of Expenditures

The law requires that the official filing notices for all Form 6 and Form 1 filers be sent via email. The official notice to file will be sent by email to all filers in May. The law also requires reminder emails to filers at various points during disclosure season. Notices and reminders were done via U.S. Mail when these disclosures were paper forms. Historically, compliance with the disclosure requirement is between 98 and 99 percent.

During our discussion of the transition to e-filing at our last meeting, you expressed that providing information by mail, in addition to the statutorily required email notifications, would be prudent this year as filers adjust to a completely new notification and filing process.

With that in mind, I would like to send a postcard to filers who are not yet registered in EFDMS shortly after the invitations to register are emailed to filers in May and again in early June. It is my hope that by sending postcards, we will get the attention of filers whose email notice was routed to spam, inadvertently deleted, or simply overlooked.

My expenditure authority is \$10,000. Assuming that mailing cost is \$0.31 per piece, mailed to approximately 33,000 filers, the total postage would be approximately \$10,230 for each mailing. We estimate the printing and addressing to come in under \$5,000. I request the Commission's approval to spend up to \$15,000 from carryforward funds for two postcard mailings to unregistered filers. The exact cost will be dependent on the number of unregistered filers, which we expect to decrease throughout the disclosure season.