



OKLAHOMA ETHICS COMMISSION

2018 MUNICIPAL CANDIDATE COMMITTEE CHECKLIST

Read through this entire checklist before completing any items listed in the checklist

ITEM	DESCRIPTION
<input type="checkbox"/> Do the Ethics Rules apply to the municipal race?	<p>1. Did the Municipality have a population over 10,000 in the 2010 census? YES: Continue to Question 2. NO: see “no” below.</p> <p>2. Does the Municipality have a General Revenue Fund Expenditure Budget over \$10,000,000 during the election year? YES: The Ethics Rules will apply to your race. Continue with the Checklist. NO: The Ethics Rules will not apply to the municipal race. Do not use this checklist. Check the local ordinances for any requirements.</p>
<input type="checkbox"/> Read the Guide for Municipal Candidates	<ul style="list-style-type: none"> • Summarizes the Ethics Rules that apply to Municipal Candidates including contribution limits and prohibited activity. • Go to www.ethics.ok.gov and look at the Municipal Page under the “County, Municipal & School” tab or click here.
<input type="checkbox"/> Prior Committee information	<p>Does this candidate have an active municipal campaign committee for a prior election in the same municipality?</p> <p>YES: The Committee may transfer funds and or debt to a new committee for municipal office but must first sell any committee assets to pay off debt as possible.</p> <p>NO: Continue to the next step.</p>
<input type="checkbox"/> Name the Candidate Committee	<p>Candidate committee name must include the following:</p> <p>(1) the year of the election; and (2) the full name, or, first, middle, or last name of candidate. E.g., “Doe for Mayor 2019” or “John Doe for Mayor 2019”</p>
<input type="checkbox"/> Identify Officers for the Committee	<ul style="list-style-type: none"> • Required to have at least a Chair and a Treasurer (Same person may be both) • Candidate may be the Chair, Treasurer or both • Maintain up-to-date contact information for <u>each</u> officer
<input type="checkbox"/> Open a Candidate Committee Depository. <ul style="list-style-type: none"> • Bank; • Credit union; or • Other financial institution 	<ul style="list-style-type: none"> • Employer ID Number (EIN) may be required. See www.irs.gov for details. • Depository account name must have full name of committee <ul style="list-style-type: none"> ○ Includes year of the election and name of the candidate • Depository must regularly do business in Oklahoma <p>NOTE: All campaign funds expended and received are required to run through the committee’s depository account. This includes personal funds spent for a campaign. Personal funds spent for campaign purposes are contributions to the committee.</p>

<input type="checkbox"/> Is the candidate required to register and file reports with the Municipal Clerk?	<ol style="list-style-type: none"> Has the candidate raised over \$1,000 for the campaign? Has the candidate spent over \$1,000 for the campaign? <p>***Note: \$1,000 includes candidate’s personal funds spent on their own campaign.</p> <p>YES: A “yes” to either of these questions, requires a Statement of Organization to be filed with the Municipal Clerk within 10 days of spending or receiving in excess of \$1,000. Periodic reports detailing contributions and expenditures are now required.</p> <p>NO: As long as the answers are “no” to both questions throughout a campaign, a candidate can, but is not required to, register and file reports.</p>
<input type="checkbox"/> Required forms for Municipal Races.	<ul style="list-style-type: none"> Municipal Candidate Committee Forms are available at www.ethics.ok.gov. Look on the Municipal Reporting page under the “County, Municipal & School Reporting” tab; or click here.
<input type="checkbox"/> File <i>Contributions and Expenditures Reports</i> as required by the Ethics Rules see Report Due Dates below.	<ul style="list-style-type: none"> Maintain all records for 4 years. File reports until all committee assets are disposed of for fair market value and the committee is dissolved with a zero balance. The Commission may issue compliance fees or pursue action in District Court for violations of the Municipal Campaign Reporting and Financial Disclosure Act.

REPORTING DATES: File reports quarterly, **unless** an election is held before the next quarterly report is due. If an election is held use the Pre and Post-Election Reporting information below.

QUARTERLY REPORTING

Filing Dates	Period Covered	Type of Report Due
April 1 - April 30	January 1 - March 31	1 ST Quarter Contributions and Expenditures Report
July 1 - July 31	April 1 - June 30	2 nd Quarter Contributions and Expenditures Report
October 1 - October 31	July - September 30	3 rd Quarter Contributions and Expenditures Report
January 1 - January 31	October 1 - December 31	4 th Quarter Contributions and Expenditures Report

PRE-ELECTION REPORTING: Begin with the date following the last date covered by a Contributions and Expenditures Report and end 15 days before the election.

Filing Dates	Period Covered	Type of Report Due
8-14 days before the election	Begin with the day following the last date covered by a Contributions and Expenditures Report and end 15 days before the election	Contributions and Expenditures Report
Final two weeks prior to an election, reports are required within 24 hours for a contribution or contributions over \$1,000 from a single source.		Continuing Report of Contributions

SAMPLE PRE-ELECTION REPORTING CALENDAR: Election held Tuesday, June 28, 2016

File Reports Between:	Period Covered	Type of Report Due
Monday, June 20 – Tuesday, June 14	April 1 – June 13, 2016	Contributions and Expenditures Report
Within 24 hours of accepting in excess of \$1000 in the aggregate from a contributor	June 14 – June 26, 2016	Continuing Report of Contributions

POST-ELECTION REPORTING: Begin with the date following the last date covered by a Contributions and Expenditures Report and end on the last date of the period covered by the next quarterly report.