

# CANDIDATE COMMITTEE CAMPAIGN RECORDS & POLICIES

Committees must report & maintain records for all funds, goods and services given to, leaving, or made on behalf of the committee.

## Best Practice: Create Written Committee Policies

*The following are some recommended written policies to consider:*

- **Notice to Treasurer of Responsibilities under the Ethics Rules & Acceptance by Treasurer**
- **Signatory Authority:**
  - Who can sign checks/debit cards?
  - Are there restrictions on amount?
  - Contact Treasurer for approval?
- **Determine how to maintain information:**
  - Contributor Statements?
  - Contribution log (monetary and in-kind)?
  - Copies of checks and record of cash?
- **Candidate Reimbursement (90 days to reimburse):**
  - Receipts provided to Treasurer in time for report filing.
  - Name of ultimate vendor to whom payment was made: including Time/Date/Reason.

## Depository Records and Statements:

- Verify depository has location doing business in Oklahoma
- Account Opening Records
- Signatory Cards
- Deposit Records
- Copies of Checks
- All Statements

### Before Closing Account:

- Print Off or Save All Bank Records

## KEEP RECORDS FOR AT LEAST

4

YEARS

## Required Contributor Records for Contributions:

*Must use best efforts to obtain contributor information regardless of the amount or value of the contribution.*

- **From Individual Contributors and Tribes:**
  - Name and Address
  - Occupation and Employer (N/A for Tribes)
- **Limited Liability Company/Limited Partnership (LLC/LP)**
  - Report through Members & Partners as individuals
  - NEED:** Member/Partner Name, % of ownership, occupation and employer for **each** member / partner to allocate and report contributions on reports.
  - No contributions if any Members/Partners are incorporated
- **From Committee Contributors—Committee cannot accept Corporate Funds:**
  - Committee #** (OK/Ethics ID, FEC, or number assigned by another state)
  - Committee Address
  - Out of State (Non-FEC) PACs:** required to submit notice of registration to the Ethics Commission before contributing to Oklahoma candidates.
- **In-kind Contributions** - fair market value and description of goods or services

## Expenditure Records:

- **Mileage Log:** Date, Amount Miles, Rate, Reason for travel.
- Contracts
- Check Register
- Debit Card Records
- Loan Payments
- Records of Purchased Assets/ Services
- Invoices
- Receipts
- Any other information used to substantiate committee expenditure activity.

## Record Keeping for Loans

- **Written Documentation of Loan**
  - Made contemporaneously (close in time) to funds deposit date
  - Lender information
  - Recipient Committee information
  - Signed by Lender and Treasurer
  - Terms: interest rate and payments, such as “repay through contributions”, “repay as able,” etc.
- **Deposit in Campaign Depository**
  - Deposit slip or other records of deposit

**Limits From Candidate or Joint Funds of Candidate and Spouse:** No Limits

**2022 Election Limits From Other Individual:** \$2,900/election a candidate’s name is on the ballot. (Contribution limits).

**Limit From Banks or Financial Institutions:** Not a contribution so long as it is on same terms available to the public.



*If there is a conflict between information on this form and the Ethics Rules, the Ethics Rules control.*