



OKLAHOMA ETHICS COMMISSION

PHONE: (405) 521-3451 • EMAIL: ETHICS@ETHICS.OK.GOV • WEBSITE: WWW.ETHICS.OK.GOV

LOCAL COUNTY, MUNICIPAL, OR SCHOOL CANDIDATES

The acceptance of funds or assets or making expenditures for campaign activity require records of the activity be maintained for at least four (4) years and may require publicly filed reports disclosing activity. The Oklahoma Ethics Commission provides resources to assist candidates and committees on the law and reporting requirements.

1. Access Campaign Specific Web Pages.

- Visit www.ethics.ok.gov
- Click **Local Campaigns**.
- Select **County, Municipal***, or **School** to access the campaign resources page.

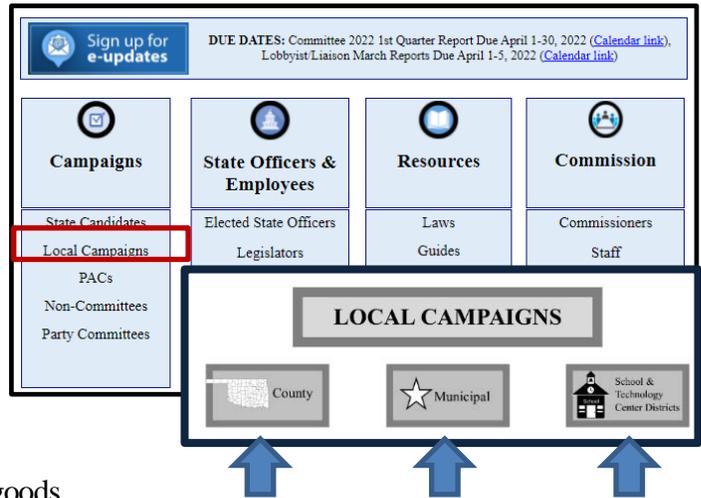
These pages provide checklists, forms, reporting guidelines, a Guide for Candidates, a contribution chart, and other information.

2. Register and File Reports if needed.

A candidate must register a committee with within 10 days of **either**:

- receiving** over \$1,000 worth of funds, loans, goods, services, transfers from prior committees of same candidate; **or**
- spending** over \$1,000 **including** the candidate's own funds.

All local campaign committees that are required to register **must** register and file reports with the appropriate office.



County Office Campaign file with:	Municipal Office Campaign file with:	School or Tech Center District Campaign file with:
County Election Board	Municipal Clerk	School Board Clerk

Need Help? Most committee questions and common campaign scenarios are addressed in the Candidate Guides and other resources available at www.ethics.ok.gov. Compliance Officers are available to assist committees with registrations and reporting campaign activity but questions on how the laws apply to specific or hypothetical situations are answered (as time permits) by the Director or General Counsel.

All Commission staff may be reached by email at ethics@ethics.ok.gov or phone at 405-521-3451.

*MUNICIPAL CANDIDATES

Not all municipal campaigns fall within the jurisdiction of the Ethics Commission. Only municipalities that meet **both** of the following criteria are within the Municipal Campaign Finance and Financial Disclosure Act. ([11 O.S. § 56-103, et seq.](#)).

- A population of more than 10,000 according to the most recent Federal Decennial Census; and
- A general revenue fund expenditure budget in excess of Ten Million Dollars.



OKLAHOMA ETHICS COMMISSION

REGISTRATION CHECKLIST FOR A NEW COUNTY CAMPAIGN COMMITTEE

Read through the checklist before completing any items and use it with the Candidate Guide (County Office) and Ethics Rules.

ITEM	DESCRIPTION
<input type="checkbox"/> Read the Guide for Candidates (County Office)	<ul style="list-style-type: none"> • The Guide for Candidates (County Office) summarizes the Ethics Rules that apply to county candidates. • Available at www.ethics.ok.gov on the “County” page under the “Campaigns” tab, “Local Campaigns”.
<input type="checkbox"/> Prior Committee Information	<p>Does this candidate have an <u>active county level</u> campaign committee for a prior election?</p> <p>YES: Discontinue with this Checklist and use the “County Transition Checklist” available at www.ethics.ok.gov under the “Campaigns” tab, “Local Campaigns”.</p> <p>NO: Continue to the next step.</p>
<input type="checkbox"/> Name the Campaign Committee	<p>A campaign committee name must include the following:</p> <ol style="list-style-type: none"> 1. Name of the candidate (i.e., full name, first name, middle name or last name of candidate); and 2. Year of the general election <p>Examples: “Doe for County Commissioner 2024” or “John Doe for Sheriff 2024” are acceptable names for a campaign committee.</p>
<input type="checkbox"/> Identify Officers for the Committee <i>(Treasurers & Deputy Treasurers shall be Oklahoma residents)</i>	<ul style="list-style-type: none"> • Chair and Treasurer are required officers. The same person, including the candidate, may be Chair, Treasurer, or both. • A Deputy Treasurer is optional but recommended. • The campaign may have other officers and personnel; however, none of these officers will relieve the Chair, Treasurer, candidate, or others of their legal obligations under the Ethics Rules. • NOTE: The Treasurer is legally responsible for the filing of timely and accurate reports for the county campaign and maintaining all associated records for at least four years.
<input type="checkbox"/> Open a Campaign Committee Depository (bank, credit union, or other financial institution)	<ul style="list-style-type: none"> • The depository account name must be the full name of the campaign committee, which includes the name of the candidate and year of the general election. • The depository must ordinarily do business in Oklahoma. • An employer ID Number (EIN) may be required by your bank, see www.irs.gov for details. <p>NOTE: All campaign funds accepted are required to be deposited in the committee’s depository.</p> <p>Candidates who spend personal funds for campaign purposes may be reimbursed with campaign committee funds within 90 days of the expense. After the 90 days, non-reimbursed expenses are considered contributions to the campaign from the candidate, must be reported accordingly, and are not able to be refunded.</p> <p>All campaign expenditures are required to be reported by transaction date even if not expended from the depository.</p>

<input type="checkbox"/>	<p>Register with the County Election Board</p>	<ul style="list-style-type: none"> • Has the candidate or committee accepted in excess of \$1,000 for the campaign? • Has the candidate or committee spent in excess of \$1,000 on the campaign? <p>The value of goods, services, filing fees, and the candidate’s personal funds used for the campaign count toward the \$1,000.</p> <p>YES: “Yes” to either of these questions requires the filing of a Statement of Organization (SO) with the Ethics Commission using The Guardian System, within 10 calendar days. A registration fee is required.</p> <p>NO: “No” to both questions means the committee may, but is not required, to file an SO and pay the registration fee. When over \$1,000 has been spent or accepted for the campaign an SO is required within 10 calendar days. A registration fee is required.</p> <p>A candidate is not required to register or report if \$1,000 is not exceeded.</p>
<input type="checkbox"/>	<p>File a <i>Statement of Organization</i> (SO) with the County Election Board (if required to register)</p>	<p>A Statement of Organization form is available on the Ethics Commission website at www.ethics.ok.gov under the “Campaigns” tab, “Local Campaigns”.</p> <ul style="list-style-type: none"> • Save the form to your computer to type on the form or print the form and fill out by hand. • After the form is complete, have the Statement of Organization notarized. • File the notarized Statement of Organization with the County Election Board, along with a check from the campaign depository in the amount of \$50 payable to the County Election Board.
<input type="checkbox"/>	<p>File <i>Contributions and Expenditures Reports</i> as Required by the Ethics Rules (If required to register)</p>	<ul style="list-style-type: none"> • The county reporting guidelines are at www.ethics.ok.gov. Required reports: Pre-election reports are required <i>prior to elections</i>, post-general election reports are required to close out the election year, and quarterly reports are required at all other times. • For each required filing period, file the Contributions and Expenditures Summary Report and any schedules (A-J) that apply. Do not include blank schedules. • The fillable report forms are available on the Ethics Commission website www.ethics.ok.gov on the “County Page” under the “Local Campaigns” in the “Campaigns” tab. • File reports until a “Final Report” is filed and the campaign committee is properly dissolved in accordance with the Ethics Rules, see “County Dissolution Checklist.”
<input type="checkbox"/>	<p>File <i>Continuing Report of Contributions</i> (CRC) as Required by the Ethics Rules</p>	<ul style="list-style-type: none"> • Continuing Report of Contributions (CRC) reports are only due during the two weeks before an election in which the candidate’s name is on the ballot (i.e., primary, runoff, or general). • These reports must be filed within 24 hours of receiving contributions totaling more than \$1,000 from a single source, and also with each subsequent contribution from that source regardless of value, during this period. • Loans, campaign expenses using personal funds, monetary contributions, and in-kind contributions from a single source are all contributions aggregated (totaled) to determine if a CRC (24-hour) report is required.
<input type="checkbox"/>	<p>File Personal Financial Disclosure Statement (PFD)</p>	<ul style="list-style-type: none"> • Newly elected county officers will file the PFD <u>within 30 days of assuming office</u>. PFDs will then be filed annually between January 1st and May 15th of each year. This report will cover the previous calendar year. The PFD form is available on the bottom of the “County Campaigns” page.
<input type="checkbox"/>	<p>Maintain All Records for 4 Years</p>	<ul style="list-style-type: none"> • The committee must retain all receipts, bank statements and other documentation supporting the Contributions and Expenditures Reports for at least FOUR (4) years. The Committee is required to provide these documents to the Ethics Commission upon request.

Questions about the Ethics Commission Rules or Filing Requirements?
Call the Ethics Commission staff at (405) 521-3451 or email ethics@ethics.ok.gov



OKLAHOMA ETHICS COMMISSION

PHONE: (405) 521-3451 • FAX: (405) 521-4905 • WEBSITE: WWW.ETHICS.OK.GOV

LOCAL GOVERNMENT CANDIDATE CAMPAIGN FINANCE REPORTING Counties, Certain Municipalities, Independent School Districts and Technology Center Districts

I. Quarterly Reporting.

Quarterly reporting is required for everyone who registered, or is required to register, a committee for a candidate before and after the Election Cycle. Reporting during the election cycle will include partial quarter reports and pre-election reports, but will return to quarterly reporting when the election cycle is over.

QUARTERLY REPORTING SCHEDULE		
REPORTS DUE BETWEEN	PERIOD COVERED	TYPE OF REPORT DUE
April 1 – April 30	January 1 – March 31	1 st Quarter Contributions & Expenditures Report
July 1 – July 31	April 1 – June 30	2 nd Quarter Contributions & Expenditures Report
October 1 – October 31	July 1 – September 30	3 rd Quarter Contributions & Expenditures Report
January 1 – January 31	October 1 – December 31	4 th Quarter Contributions & Expenditures Report

II. Election Cycle Reporting.

There may be one, two, or three elections in a cycle. All candidates in the election cycle of a political subdivision follow the same reporting schedule whether or not they are in all, or any of the elections.

Pre-Election Reporting. Elections always occur on Tuesdays. Pre-election reporting always occurs during the two weeks before an election and starts on the 2nd Tuesday before the election.

Two types of reports are filed during pre-election reporting. The following pages have examples showing how to calculate the reporting dates.

- 1) **Pre-Election Contributions and Expenditure Reports:** Filed by all candidates whether their name is on the ballot or not.
 - a. **File Reports:** Reports are DUE between the 2nd Tuesday before the election through the following Monday.
 - b. **Report:** All contributions and expenditures *prior to* the 2nd Tuesday before the election not previously reported or required to be reported on a prior report.

- 2) **24 Hour/CRC Reports (Continuing Reports of Contributions).** Filed only by candidates whose name are on that election’s ballot. These reports disclose significant contributions during the two weeks before an election.
 - a. Due during the two weeks before the election *only* when a single contributor has contributed *over* \$1,000 during the final two weeks of the election.
 - i. 1st report is due within 24 hours of the contribution bringing the aggregate total over \$1,000.
 - ii. 2nd and subsequent reports are due within 24 hours of any additional contribution from the same source regardless of value.

LOCAL GOVERNMENT CANDIDATE CAMPAIGN FINANCE REPORTING EXAMPLES

The examples below show how Election Cycle reporting works in practice, and contemplate the filing of reports by an active committee that has already been reporting quarterly. Please note, because committees are not required to start reporting until exceeding \$1,000 in activity, the first report of any committee must include activity (if any) prior to the first day of the reporting period.

Filing a Statement of Organization and First Report.

1. Using the Quarterly Reporting Schedule, find the date in the “Period Covered” column when the committee activity exceeded \$1,000 in contributions or other funds received or spent.
2. File the Statement of Organization within 10 calendar days of the date in (1).
3. If the committee is in the quarterly reporting schedule, file the Report of Contributions and Expenditures during the “Reports Due Between” dates that corresponds to the “Period Covered”. Otherwise, file the report during the applicable Pre-Election Reporting time.
4. Include all activity prior to the first date the report could be filed. For example, for a first quarter report, the first date a report could be filed is April 1st. The first filed report will cover all activity before April 1, even activity that occurred before the first day of the “period covered” time frame January 1st.

Election Cycle Reporting: Filing the First Pre-Election Contributions and Expenditures Reporting for the first Election.

1. Identify the date of the election—it will be a Tuesday.
2. Count back two Tuesdays to identify the 2nd Tuesday before the election.
3. All Candidates* file a *Contributions and Expenditures Report* between the 2nd Tuesday before the election and the next Monday (6 day filing period).
4. The first pre-election report will always be a partial quarter report that begins with the first date of the quarter and ends the Monday before the 2nd Tuesday before an election. Provided, if this is the first report filed by a committee, it will include activity prior to the first date of the quarter.
5. If the Candidate’s name is on the ballot for that election, the committee must also file 24-hour/CRC reports as required.
6. **Contributions & Expenditures Report Example:** The June Election is Tuesday, June 28. The 2nd Tuesday before the election is June 14. If the June election is the first election of the cycle, the reporting period would begin April 1 (first day of the quarter) and end on Monday, June 13 (the day prior to the 2nd Tuesday before the election). The report would be due between Tuesday, June 14 and Monday, June 20 and would cover all activity prior to June 14 not required to be filed on a prior *Contributions and Expenditures Report*.

JUNE 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
June 28 Primary Reporting						
June 14—June 20: Pre-Primary C & E Reports Due						
Include activity BEFORE June 14.						
June 14– June 26: Pre-Primary 24-Hr/CRC Reporting						
Contributors over \$1,000 from June 14 — June 26						

LOCAL GOVERNMENT CANDIDATE CAMPAIGN FINANCE REPORTING EXAMPLES

Election Cycle Reporting: Pre-Election Contributions and Expenditures Reporting for a Second or Third Election.

1. Identify the Election Date.
2. Count backwards two Tuesday's to find the 2nd Tuesday before the Election.
3. All Candidates* file a Contributions and Expenditures Report between the 2nd Tuesday through the following Monday.
4. Include all activity before the 2nd Tuesday of the current election and beginning with the 2nd Tuesday before the previous election.
5. If the Candidate's name is on the ballot for that election, the committee must also file 24-hour/CRC reports as required.
6. **Contributions & Expenditures Report Example:** The 2nd election is held August 23, 2022. The 2nd Tuesday prior to the election is August 9. Reports would be filed between August 9 and August 15, for activity from June 14 (the 2nd Tuesday before the June 28th election) through August 8 (the day before the 2nd Tuesday before the August election).

AUGUST 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 23 Runoff Primary Reporting

August 9 — August 15 Pre-Runoff C & E Reports Due August
Include activity BEFORE August 9

Aug. 9 — Aug. 21: Pre-Primary 24-Hr/CRC Reporting
Contributors over \$1,000 from Aug. 9 — Aug. 21

Returning to Quarterly Reporting After the Last Election in the Cycle.

1. Once the last election of the election cycle has concluded, there will be a partial quarter report due to get the committee back on a quarterly reporting schedule.
2. Using the Quarterly Reporting Schedule, identify which quarter the election date falls in using the “Period Covered” column.
3. File a Contributions and Expenditures Report during the month identified in the “Reports Due Between” dates.
4. Include all activity ending on the last date of the quarter in the “Period Covered” column and beginning on the 2nd Tuesday before the last election.
5. **Example.** Using the August election example, the quarter that includes the August election is the 3rd quarter with a “Period Covered” end date of September 30. The post-election cycle report would be filed during the month of October and cover all activity from August 9th through September 30. Quarterly reporting continues until a final report is filed and the committee is dissolved with a zero balance.

Note: Any contributions received during the two weeks before an election will be included on the next required Report of Contributions and Expenditures even if the contributions are reported on a 24-hour/CRC Report. The CRC reports do not reflect the cash on hand of a committee—that is only disclosed on a Contributions and Expenditures Report.

* “All candidates” refers to candidates who have filed a Statement of Organization or are required to have filed a Statement of Organization but does not include candidates who have (1) not exceeded the \$1,000 threshold requiring the filing of a Statement of Organization; and (2) not filed a Statement of Organization.

2024 State Elections: Contribution Chart

CONTRIBUTORS	RECEIVING COMMITTEES				
	State Candidate Committee	Limited Committee	1/25 Committee	Party Committee	Unlimited Committee
Individuals** (candidates may give unlimited contributions to their own campaign)	Per Election Limit*: \$3,300	\$5,000 per year	\$5,000 per year	\$10,000 per year (may be split between multiple party committees)	No Limits
	Unopposed Candidates: \$3,300 per campaign				
Limited Committee (other than 1/25 committees)	Per Election Limit*: \$5,000	\$5,000 per year***	Nothing	\$10,000 per year (may be split between multiple party committees)	Nothing
	Unopposed Candidates: \$5,000 per campaign				
1/25 Limited Committee	Per Election Limit*: \$2,500	Nothing	Nothing	\$5,000 per year (may be split between multiple party committees)	Nothing
	Unopposed Candidates: \$2,500 per campaign				
State Candidate Committee	\$3,300 per campaign (from 2024 committee to 2024 committee)	Nothing	Nothing	Up to \$25,000, only after the race is decided for that candidate	Nothing
Political Party	Statewide Office: \$25,000 prior to general election	Nothing	Nothing	Unlimited transfers between committees in same party	Nothing
	All Other State Offices: \$10,000 prior to general election				
Unlimited Committee	Nothing	Nothing	Nothing	Nothing	Unlimited***
Corporations	Nothing	Nothing	Nothing	Nothing	Unlimited

*PER ELECTION LIMITS

Contribution limits are election specific with limits resetting after each election *only if* the candidate's name will appear on another ballot during the election cycle. A contributor may not provide one contribution to be allocated for multiple elections. After the general election, contributors may make additional contributions so long as the overall total given by the contributor does not exceed the amount of a single election limit for that contributor type.

****CASH & ANONYMOUS CONTRIBUTIONS:** No more than \$50 of a contributor's contribution may be in cash or from an anonymous source. Cash or anonymous contributions received in excess of \$50 must either be returned to the contributor (if known) or given to the State Treasurer's office to the general revenue fund of the state of Oklahoma.

****TRIBES:** Contributions from tribes are acceptable, as long as the tribe is not incorporated; tribes follow the individual contribution limit of \$3,300 per election.

*****COMMITTEE TYPE & PURPOSE:** A PAC may only contribute to another PAC of the same type and with the same purpose.

CANDIDATE COMMITTEES

REQUIRED DISCLOSURE LANGUAGE: SIGNS, ADS, MAILINGS, ETC.

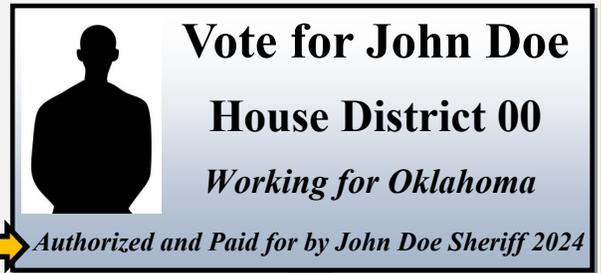
Campaign advertisements and communications—broadcast or printed—may require a disclosure statement. The following chart shows some, but not all, common items involved with candidate committees and whether a disclosure is required.

PRINTED/ELECTRONIC ADVERTISEMENT DISCLOSURE

The *exact* following language must be included in a Candidate Committee advertisement made via electronic or other printed medium either orally or in writing:

“Authorized and Paid for by [Insert Committee Name*]”

***Election year is part of the Committee name.**



Disclosures must be of **sufficient size** and **contrast** to be clearly readable by the intended recipient

This:



Authorized and Paid for by
John Doe for Sheriff 2024

NOT this:



Authorized and Paid for by John Doe for
Sheriff 2024



Paid for and Authorized by
John Doe for Sheriff 2024



Paid for by John Doe for Sheriff 2024

Reusable Materials: Only printed advertisements that are capable of re-use in another campaign are not required to include the election year in the disclosure.

Advertisements as Contributions

When a contributor is coordinating an ad buy for/with a candidate committee, this is an ad requiring the disclosure language and candidate approval. In these instances the contributor should make a **direct monetary** contribution to the committee.

- The committee must issue a check to the advertiser, and ensure the disclosure is included.
- The candidate committee will report this as a monetary contribution from the contributor and an expenditure by the candidate committee.

REQUIRES THE DISCLOSURE:

	Newspaper, Magazine & Internet Ads	
	Video Ads	
	Mailings	
	Website	
	Banners & Signs (Larger than 18"x24")	
	Handbills/Flyers	
	Door Hangers	

DOES NOT REQUIRE THE DISCLOSURE:

	T-shirts & Hats	
	Yard Signs (18"x24" or smaller)	
	Bumper Stickers	
	Campaign Buttons	

LOCAL CANDIDATE COMMITTEES: CAMPAIGN EXPENSES

Contributions accepted by a candidate and a candidate committee may be used for the following types of expenditures:

- **Ordinary & necessary campaign expenses:** expenses that would not exist but for the campaign.
- **Officeholder expenses:** (apply only to elected officials) and are limited to the amount transferred forward from the committee for the **term of office they are currently serving**, not the term they are seeking re-election to. These expenses are expenses required because of the office held and are unique to the *office* not the *office holder*.
- **Surplus funds:** funds remaining in a campaign after the race for the candidate is decided.
- **Contributions to other local level candidates** (County to County, Municipal to Municipal, or School to School): Per campaign limits apply (**Lower contribution limit applies for different election years**).

Contributions shall **not** be spent for “personal use” which is “any use of funds to fulfill a commitment, obligation, or expense of any person that would exist irrespective of a committee’s activities or holder of elective state office.”

Cash withdrawals from the campaign checking account are **prohibited**. Expenses may only be made via check or debit card from a candidate committee account. Rule 2.95.

EXAMPLES OF PERMISSIBLE ORDINARY AND NECESSARY CAMPAIGN EXPENSES

Political Party Event Entry or Services Only. Example: Party X hosts a dinner event and charges \$100 per ticket although Party X’s cost is \$25/person. The candidate committee may pay \$25 but not \$100. No contribution may be made to a Political Party Committee until the candidate’s race is decided.	Vehicle Travel: include dates, # of miles traveled, purpose and reimbursement rate for 2024 (\$0.67 per mile or less). Example: 1,320 miles @ \$0.67 for Jan. and Feb. for campaign travel. <i>*Note: The reimbursement rate changes in accordance with the State Travel Reimbursement Act rates.</i>
Campaign Consulting Fees: report with description of type of consulting. <u>Example:</u> Strategic, Fundraising or Media consulting.	Online Merchant Processing Fees
Office Supplies and Equipment (Assets must be sold at the close of committee)	Campaign Office Rent
Advertising	Legal Fees for the campaign
Staff Salaries: Report such expense by staff member’s name	Individual Memberships in Civic or Charitable Organizations: <i>does not include lifetime memberships.</i>
Modestly Valued Campaign Related Goods for Contributors and Volunteers. <u>Examples:</u> shirts, hats, bumper stickers or goods with campaign logo/slogan	Food and Beverages Related to Campaigning: door knocking, watch party, envelope stuffing, etc.
Bookkeeping or Accounting Services	Loan Payments: Only for properly executed loans. For candidates, this requires loan documents signed by lender and committee contemporaneously with the loan, and for the funds to <u>actually be deposited</u> in the campaign depository.
Reimbursement to Candidate for Campaign Purchases made with personal funds <u>within 90 days of the original expenditure</u> (initial purchase recorded as an in-kind expense to the vendor)	

EXAMPLES OF PROHIBITED “PERSONAL USE” EXPENSES

Personal residence mortgage, rent, utilities, food & supplies: even when the house is used for campaign purposes	Gifts: other than modestly valued campaign related goods to contributors or volunteers
Concert, theater, or sports tickets	Vacations or other trips not campaign related
Recreational clubs or memberships/dues: Hunting clubs, country clubs, fitness clubs, golf memberships, etc.	Loan Interest: On loan(s) made by the candidate or the joint funds of the candidate and candidate’s spouse
Personal items: including, but not limited to, apparel (other than modestly valued clothing with campaign logo), footwear, grooming, accessories & dry cleaning	Vehicle maintenance and gasoline: Only permissible if vehicle is wholly owned/leased by the candidate committee, used exclusively for campaign or officeholder purposes, and purchased from a licensed car dealer.

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.
Contributions prohibited 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

2024 Election Limits From Other Individual: \$3,300/election if a candidate’s name is on the ballot. (See contribution chart).

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



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

COMPLIANCE & COMPLAINTS

Ethics Commission Rules have the full force and effect of statutes and the Commission is required to enforce its rules. The process is summarized below. For more information, see the *Enforcement and Compliance Guide* at www.ethics.ok.gov.

PAST DUE REPORTS, FORMAL COMPLAINTS & INVESTIGATIONS

Compliance Orders. This process is an enforcement mechanism of the Commission to resolve compliance issues not requiring a formal investigation. The Executive Director oversees this administrative process for matters such as reporting errors, straightforward compliance issues, and late filings. The Director may direct action, including payment of fees *no higher than \$1,000*. Any entity assessed a Compliance Order has the opportunity for a hearing before an administrative law judge to show “good cause” why the Compliance Order should be modified or set aside. The request must be received by the Commission in writing within 30 days of the date the Proposed Compliance Order was issued. Second and subsequent late filings are deemed an intentional violation of the rules.

The Complaints process arises via (1) complaints filed with Commission by a member of the public or (2) internal complaint filed by the Commission staff. This process is typically used for more serious violations of the Rules not appropriate for the administrative process and includes repetitive violations such as repeatedly failing to file reports. The complaint coversheet must be completed and submitted. It is found under the “*Enforcement*” page on the Ethics Commission website.

Investigations and Complaints. A written complaint filed is considered by the Commissioners of the Ethics Commission. At Commission meetings, the Commission will decide whether to open investigations for alleged violations of the Ethics Rules. Once an investigation is opened, the Commission has the power to issue subpoenas to further its investigation. A formal investigation may be resolved through dismissal, a Settlement Agreement, or may be prosecuted as a civil case in District Court. The Commission will not take action, other than dismissal, until the Respondents have been notified of the alleged Rule violations and provided 20 days to respond to the allegations.

COMPLAINTS WILL NOT BE ACCEPTED DURING THE “BLACKOUT PERIOD”

The Commission will not accept complaints that allege a candidate or a candidate committee violated the Ethics Rules during an election cycle. This complaint “**Blackout Period**” begins April 3, 2024 and ends November 5, 2024. The Commission will begin accepting complaints for 2024 candidate committees on November 6, 2024. **This provision is intended to prevent the complaint process from being used for political purposes during a campaign.**

The blackout period does not prevent the Commission from engaging in investigations during the complaints blackout period. [Rule 6.4](#).

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