



# OKLAHOMA ETHICS COMMISSION

## COUNTY ELECTION BOARD CLERK CHECKLIST

This checklist is a courtesy provided by the Ethics Commission. The law supersedes any conflict within the language below and the law, available at [www.ethics.ok.gov](http://www.ethics.ok.gov).

Item	Description
<p><b>Accepting the Statement of Organization Report (Ethics Registration)</b></p> <p>Has candidate received in excess of \$1,000 or spent in excess of \$1,000 (including candidate's own funds)?</p> <p><u>Yes</u>, to either, they need to register within 10 days</p> <p><u>No</u>, to both then they can register but are not required (Note: if registered they are required to report)</p>	<p><input type="checkbox"/> Verify Statement of Organization is notarized. If so, then proceed, if not it must be notarized before it can be accepted.</p> <p><input type="checkbox"/> Stamp report(s) with date received.</p> <p><input type="checkbox"/> Collect \$50 Ethics registration fee made out to County Election Board. Must be from campaign depository account.</p> <p><input type="checkbox"/> (Optional) Assign registration number.</p> <p><input type="checkbox"/> Maintain filed report. Campaign finance records may be posted online at the discretion of the Clerk.</p> <p><input type="checkbox"/> Make report available to the public for four years from date stamped by following your open records procedure.</p>
<p><b>Contributions and Expenditures Reports (if registered)</b></p> <p>Quarterly, pre-election &amp; post-election reports includes schedules (A-J) that apply. Due for <u>all</u> candidates registered or that should be registered.</p> <p>Reporting schedules are at <a href="http://www.ethics.ok.gov">www.ethics.ok.gov</a></p>	<p><input type="checkbox"/> Stamp report with date received.</p> <p><input type="checkbox"/> File paper report and/or convert to electronic record and destroy paper report.</p> <p><input type="checkbox"/> Make report available to the public for four years from date stamped by following your open records procedure.</p>
<p><b>Continuing Report of Contributions (CRC) 24 hr. report (if registered)</b></p> <p>Due during the two weeks before an election <u>only</u> if the candidate's name is on the ballot for that election.</p> <p>Required within 24 hours of receiving contributions totaling more than \$1,000 from a single source, and with each subsequent contribution from that source regardless of value. Includes candidate funds, all loans and in-kind contributions.</p>	<p><input type="checkbox"/> Stamp report with date received.</p> <p><input type="checkbox"/> Maintain filed report.</p> <p><input type="checkbox"/> Make report available to the public for four years from date stamped by following your open records procedure. May post online but not required.</p>
<p><b>Personal Financial Disclosure Statements (PFD) (notarization required)</b></p> <p>Newly elected county officers will file a PFD within 30 days of assuming office and annually between January 1<sup>st</sup> and May 15<sup>th</sup> of each year thereafter. These cover the prior calendar year.</p>	<p><input type="checkbox"/> Verify PFD is signed &amp; <b>Notarized</b>. Stamp report with date received.</p> <p><input type="checkbox"/> Maintain filed report.</p> <p><input type="checkbox"/> Make report available to the public for four years from date stamped by following your open records procedure. <b>DO NOT POST ONLINE.</b></p>

**Fillable report forms and reporting schedules are available on the Ethics Commission website, [www.ethics.ok.gov](http://www.ethics.ok.gov).**

**Questions about the Ethics Commission Rules or Filing Requirements?** If the candidate has reporting questions, direct them to Ethics Commission website County page found under Local Campaigns.

Call the Ethics Commission staff at (405) 521-3451 or email the staff at [ethics@ethics.ok.gov](mailto:ethics@ethics.ok.gov)