



OKLAHOMA ETHICS COMMISSION

MUNICIPAL 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.

Item	Description
<p>Accepting the Statement of Organization Report (Ethics Registration)</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 signed and dated.</p> <p><input type="checkbox"/> Stamp report(s) with date received.</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>Contributions and Expenditures Reports (if registered)</p> <p>Quarterly, pre-election & 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 www.ethics.ok.gov</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.</p>
<p>Continuing Report of Contributions (CRC) 24 hr. report (if registered)</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 reports.</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>Personal Financial Disclosure Statements (PFD) (notarization required)</p> <p>Newly elected county officers will file a PFD within 30 days of assuming office and annually between January 1st and May 15th of each year thereafter. These cover the prior calendar year.</p>	<p><input type="checkbox"/> Verify PFD is signed & dated. 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. DO NOT POST ONLINE.</p>

Fillable report forms and reporting schedules are available on the Ethics Commission website, 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 Municipal page found under Local Campaigns.

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