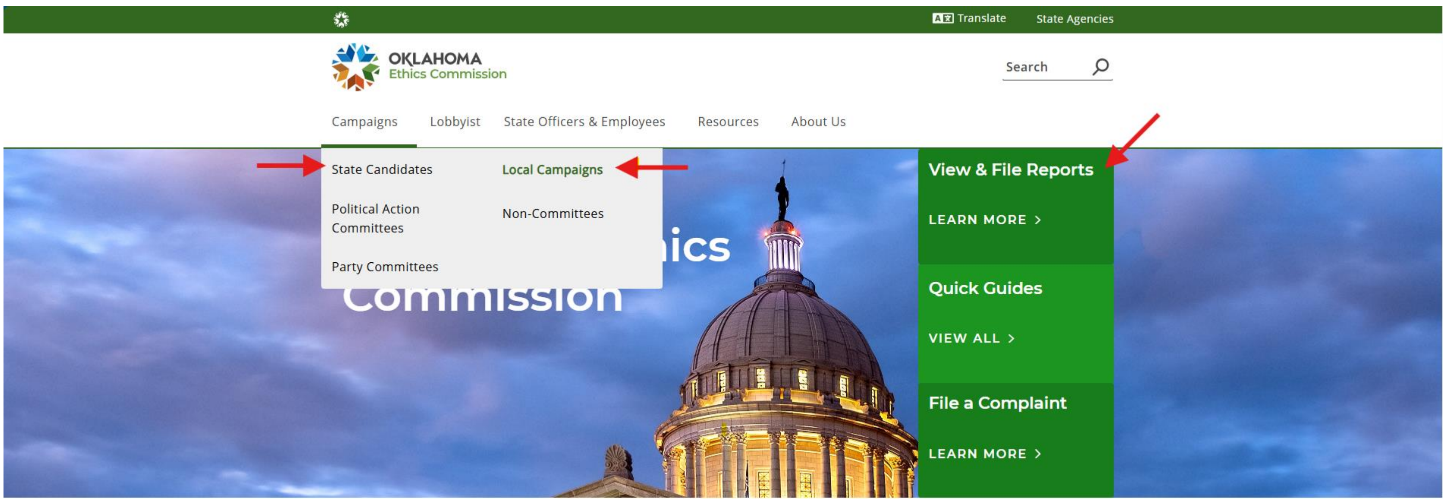
2026 ELECTIONS
CANDIDATE CAMPAIGNS & FINANCES

Thank you for your interest in serving the great State of Oklahoma! The Ethics Commission was created in part to regulate the conduct of campaigns, including campaign finances.



Campaigns Page: Includes education resources such as State Candidate Reporting Calendars, Local candidate reporting guidelines, a Guide for Candidates, Ethics Laws, a Contribution Chart, Checklists, and much more.

View & File Reports: *Registration and Reporting with the Commission in The Guardian System.* **(Local Candidates will file in the "Local Campaign Finance Transparency Portal" until Guardian filing is available, see attached)** Register within 10 days of **either:**

- **Receiving over $1,000** of funds, loans, goods or services for the campaign, including transfers from prior committees; **or**
- **Spending over $1,000** on the campaign, including personal funds spent by the Candidate and fees paid to the Election Board.

Registration Fee: The $125 registration fee may be paid to the Oklahoma Ethics Commission - 2300 N. Lincoln Blvd., G-27, Oklahoma City, OK 73105 or on-line via credit card (processing fee applies).

Candidate Committees **must** file periodic reports until the **"Final"** report is filed and the committee is Dissolved.

COMPLIANCE OFFICERS

Compliance Officers assist committees with registration and reporting in **The Guardian System,** the Commission's online public disclosure system. They also review filed reports to assist Committees in complying with the Ethics Rules.

QUESTIONS ON HOW THE LAWS APPLY? Questions not answered in the Candidate Guide, Ethics Rules and other online resources may be emailed to ethics@ethics.ok.gov. Questions requiring a significant amount of analysis or needing binding guidance may be required to be submitted through a request for an Advisory Opinion from the Commission.

OKLAHOMA ETHICS COMMISSION
2026 CANDIDATE INFORMATION

One Election, Two Agencies. In addition to **State Election Board** requirements, candidates must follow the rules & filing requirements of the **Oklahoma Ethics Commission**.

The **Ethics Commission** governs contributions & expenditures for state & local-level campaigns, including personal funds of the candidate used for the campaign.

Fees, Fines, Legal Action. Failure to register, file required reports, or follow the Ethics Rules may result in enforcement procedures, including assessment of fees or fines, investigations, &/or legal action.

ETHICS COMMISSION RESOURCES

Website | Guides | Ethics Staff

Ethics Commission Website. The Ethics website, www.ethics.ok.gov, is a candidate's one-stop-shop for campaigns. It includes links to **The Guardian System** (the Commission's electronic filing system), important checklists, the **Ethics Rules**, & other resources for **campaigns**.

Guide for Candidates. This guide provides a summary of the Ethics Rules & examples of common situations as applied to candidates for office.

Reporting Calendars. Find printable calendars with important state candidate committee reporting dates and Local Candidate reporting guidelines at **www.ethics.ok.gov**.

Ethics Staff. Contact the Ethics staff for questions about the Ethics Rules, filing requirements, & how to use **The Guardian System**.

Stay Informed!

Sign up to receive email notifications for Candidate Committees & follow the Commission on Social Media for important information.

Visit ethics.ok.gov & enter your email address at the bottom of the page to receive notifications

Follow the Ethics Commission on X **@EthicsOKgov**

Like the Ethics Commission on Facebook at https://www.facebook.com/EthicsOKgov

Top Ethics Tips:

1. Read the Guide for Candidates
2. Open a campaign bank account **prior to** raising or spending funds
3. Identify committee officers & financial procedures prior to raising &/or spending funds
4. Determine when registration will be required for the committee (see "To-Do" list on back page)
5. Maintain records for at least 4 years, regardless of whether you are required to register with the Commission.
6. Contributions include funds, goods, services, & loans
7. Know & calendar the State committee's mandatory dissolution date listed at the bottom of the reporting calendar
8. If elected, candidates must file an initial Personal Financial Disclosure Statement (PFD) within 30 days of taking office.
9. **Filings are required until a final report is filed & the committee is dissolved, even if the candidate is not elected.**

https://oklahoma.gov/ethics

(405) 521-3451

ethics@ethics.ok.gov

Oklahoma State Capitol
2300 N. Lincoln Blvd., **Rm. G-27**
OKC, OK 73105

SEE REVERSE SIDE FOR "TO DO" LIST
FOR **ALL** CANDIDATES

OKLAHOMA
Ethics Commission

Candidate “To-Do” List for **All** Candidates

The following checklist summarizes some basics for candidates who file Declarations of Candidacy with the Election Board. This checklist is not comprehensive & does not modify any applicable Ethics Rules.

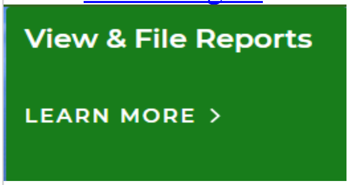
	Item	Description
☐	Review the Guide & Rules	• Guides & Rules are available at www.ethics.ok.gov. • The Candidate Guide summarizes the Ethics Rules that apply to candidates for state office.
☐	Prior Committee Information	Does this candidate have an active **same-level** campaign committee for a prior election? **YES:** Review the “Transition checklist” at www.ethics.ok.gov for important information on how to transition from one candidate committee to another candidate committee, including the 60-day transition period limit. **NO:** Continue to the next step. **NOTE:** Candidate Committee to Candidate Committee transfers can only be done at the same-level.
☐	Name the Candidate Committee	The candidate committee name must include, but is not limited to, the following: 1. the name of the candidate (i.e., full name, first name, middle name &/or last name of candidate); **&** 2. the year of the General election. Examples: “**Doe for House 2026**” or “**John Doe for Senate 2026**” or “**Friends of John Doe 2026**”
☐	Identify Officers for the Committee	• Required to have at least a Chair & Treasurer (may be same person) • Candidate may be the Chair, Treasurer, or both • Officers must voluntarily serve & know they are legally responsible for filing timely & accurate reports • Maintain up-to-date contact information for each officer in The Guardian System
☐	Open a Candidate Committee Depository (i.e., Bank, Credit Union, or Other Financial Institution)	• See www.irs.gov for details on how to obtain an EIN (Employer Identification Number). • Depository account name must be the full name of committee (e.g. Doe for House 2026) • Depository must regularly do business in Oklahoma **NOTE: All** campaign funds expended & received *should* go through the committee’s depository account—including the candidate’s personal funds. **A candidate who spends personal funds for his or her campaign may be reimbursed with candidate committee funds within 90 days.** After the 90 days, non-reimbursed expenses are considered contributions to the campaign from the candidate, must be reported accordingly, & are non-reimbursable.
☐	Determine When to Register a Candidate Committee with the Ethics Commission	• Has in excess of $1,000 been raised for the campaign? • Has in excess of $1,000 been spent on the campaign (includes candidate’s personal funds & filing fees paid to the election board)? **YES:** A “yes” to either question means the committee is **required** to file a Statement of Organization with the Ethics Commission, in The Guardian System, within 10 days of spending or receiving over $1,000. Access The Guardian System at www.ethics.ok.gov. Registration is not complete until the registration/administration fee is paid. This fee may be paid using candidate committee funds. **NO:** A “no” to both questions means a committee can, but is not required to, file a Statement of Organization. Once over $1,000 has been spent or received for the campaign, a Statement of Organization is required to be filed within 10 days in The Guardian System. If $1,000 threshold is not exceeded, registration is not required.
☐	File Required Reports if Required to Register	Reports may be due **quarterly**, **two weeks before an election**, or **within 24 hours of receipt of a contribution**. If a candidate committee is required to register with the Ethics Commission, **it is required to file reports until the committee is dissolved AND a final report is filed** in accordance with the Ethics Rules. View reporting calendars and guidelines at www.ethics.ok.gov.
☐	After Election Is Decided	Was the candidate elected to office? **YES:** (1) Newly elected officers must file an **Initial Personal Financial Disclosure Statement (PFD)** within **30 days** of taking office. Thereafter, the elected officer will file an annual PFD by May 15th; & (2) Continue filing reports until the committee is dissolved AND a final report is filed. Make sure to calendar the mandatory dissolution date. **NO:** Candidates who were not elected must (1) dissolve their committee within 2 years following the general election; & (2) file reports until the committee is dissolved AND a final report is filed. Make sure to calendar the mandatory dissolution date.

OKLAHOMA ETHICS COMMISSION

2026 REGISTRATION CHECKLIST FOR CANDIDATE COMMITTEES

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

	ITEM	DESCRIPTION
☐	**Read the Candidate Materials**	Review the following resources from the Campaigns Section at www.ethics.ok.gov. 1. Candidate Guide 2. Reporting Calendar 3. Contributions Chart 4. Ethics Laws
☐	**Prior Committee Information**	Does the candidate have an active **same-level** campaign committee for a prior election? **YES:** The "Transition Checklist" available at www.ethics.ok.gov has important information regarding the transition from one committee to another committee. **NO:** Continue to the next step.
☐	**Name the Candidate Committee**	Candidate committee names must include the following: • **Year** of the General election; **and** • **Name** of the candidate (full name, first name, middle name, or last name of the candidate). Examples: "John Doe 2026", "Doe for Senate 2026", "Friends of Doe 2026"
☐	**Identify Officers for the Committee**	Committees are required to have at least a Chair and a Treasurer. • The same individual, including the Candidate, may be Chair, Treasurer, or both. • Maintain up-to-date and separate contact information for each officer. Candidates must not serve as officers of any committee other than their own.
☐	**Open a Candidate Committee Depository** • **Bank, Credit Union, or Other Depository**	Employer ID Number (EIN) may be required by the bank. See www.irs.gov for details. • Depository account name must have full name of committee, which includes the year of the General election and name of the candidate. • Depository must ordinarily do business in Oklahoma. See www.banking.ok.gov. • Print or save all bank records (OEC may request documents at any time). **All** campaign funds are required to be deposited into the campaign depository. All monetary expenditures must be made with check or debit card. **Never withdraw cash**.
☐	**When to Register a Candidate Committee**	• 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? The value of goods, services, filing fees, and the candidate's personal funds used for the campaign count toward the $1,000. **YES:** A "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. **NO:** A "no" to both questions means the committee may but is not required to file an SO and pay the registration fee. When $1,000 has been spent or accepted for the campaign an SO is required within 10 calendar days. A registration fee is required. A candidate is not required to register or report if $1,000 is not exceeded.

☐	**File a Statement of Organization (SO)Using The Guardian System**	Go to ethics.ok.gov and click the green View & File Reports section:  On The Guardian System site, click the "Registration" tab. • Select the "Candidate Committee" option. • Fill-in required fields (indicated by *red asterisk). • Click "Add to List" when entering the bank depositories and committee officers. • Review and edit registration for accuracy—ensure the street address and email addresses are accurate. • Click the acknowledgement box at bottom of the page, electronically sign the SO, and click "submit" to complete the filing of the SO. • The SO will be reviewed by the OEC staff within 3 business days. • Guardian System login credentials will be sent when the registration is approved or conditionally approved to the email addresses provided. • Each user will have their own credentials. Sharing of credentials is not permitted. Individuals can easily be added to access the account by a registered user by amending the SO or contacting OEC staff.
	Pay $125 fee for Registration/ Administration	Registration/Administration fees may be paid in The Guardian System with a credit card or EFT/ACH (service charge applies), or check to the Oklahoma Ethics Commission, 2300 N. Lincoln Blvd., G-27, Oklahoma City, OK 73105.
☐	**File Reports as Required by the Ethics Rules**	File reports of Contributions and Expenditures and, if applicable, 24-hour Continuing Report of Contributions, until (1) a final report is filed; and (2) the committee is properly dissolved in accordance with the Ethics Rules. Use the "Dissolution Checklist" for how to dissolve the committee. • Reporting schedules are available at ethics.ok.gov • Maintain ALL records for at least 4 years. • Filing late may result in assessment of a late filing fee up to a maximum of $1,000. • The Commission may pursue action in District Court for violations of Ethics Rules.
☐	**Attend a Candidate Workshop and/or Guardian Training**	• Classes will be available daily at the Capitol during Candidate Filing in April. • One-on-one appointments are available to visit in person or online with a Compliance Officer about reporting with the Commission.

Need Assistance?

- **The Guardian System Training**. One-on-one training is available by contacting the OEC staff. One-on-one training is unavailable during the last 5 days of a filing period.
- **Ethics Commission Staff**. Call the Ethics Commission staff at (405) 521-3451 or email ethics@ethics.ok.gov if you have questions or would like to schedule a private appointment.

OKLAHOMA
Ethics Commission

2026 Elections: State Candidate Committee Reporting Calendar

- A Statement of Organization ("SO") is required to be filed with the Ethics Commission within 10 days of spending or receiving in excess of $1,000. The first report of contributions and expenditures is due during the "Reports Due Between" dates that cover the date when the SO was filed or should have been filed, whichever is earliest. If an SO is filed late or not approved before the end of the "period covered," the committee must contact the Commission at 405-521-3451 or ethics@ethics.ok.gov to have missing reports added to the account.
- Mandatory Dissolution dates are found at the bottom of this schedule.

DIRECTIONS: Committees that file or are required to file an SO must follow the quarterly reporting schedule until 2 weeks before the primary election at which time "Election Cycle Reporting" begins. After the election cycle reporting ends, committees follow the quarterly reporting schedule unless a report is filed with the "final report" checkbox marked and the committee has dissolved.

QUARTERLY REPORTING SCHEDULE		
REPORTS DUE BETWEEN	**PERIOD COVERED**	**TYPE OF REPORT DUE**
April 1 – April 30, 20XX	January 1 – March 31, 20XX	1st Quarter Contributions and Expenditures Report
July 1 – July 31, 20XX	April 1 – June 30, 20XX	2nd Quarter Contributions and Expenditures Report
October 1 – October 31, 20XX	July 1 – September 30, 20XX	3rd Quarter Contributions and Expenditures Report
January 1 – January 31, 20XX	October 1 – December 31, 20XX	4th Quarter Contributions and Expenditures Report

2026 ELECTION CYCLE REPORTING		
REPORTS DUE BETWEEN	**PERIOD COVERED**	**TYPE OF REPORT DUE**
April 1 – April 30, 2026	January 1 – March 31, 2026	1st Quarter Contributions and Expenditures Report
PRE-PRIMARY ELECTION REPORTING		
June 2 – June 8, 2026	April 1 – June 1, 2026	Pre-Primary Contributions and Expenditures Report Required of **all 2026** candidates
Within 24 hours of accepting over $1,000 in the aggregate from a contributor (includes loans)	June 2 – June 14, 2026	Continuing Report of Contributions (CRC) Required **only** by candidates in the primary election
JUNE 16, 2026 - PRIMARY ELECTION		
PRE-RUNOFF PRIMARY ELECTION REPORTING		
August 11 – August 17, 2026	June 2 – August 10, 2026	Pre-Runoff Primary Contributions and Expenditures Report Required of **all 2026** candidates
Within 24 hours of accepting over $1,000 in the aggregate from a contributor (includes loans)	August 11 – August 23, 2026	Continuing Report of Contributions (CRC) Required **only** by candidates in the runoff primary election
AUGUST 25, 2026 - RUNOFF PRIMARY ELECTION		
PRE-GENERAL ELECTION REPORTING		
October 20 – October 26, 2026	August 11 – October 19, 2026	Pre-General Contributions and Expenditures Report Required of **all 2026** candidates
Within 24 hours of accepting over $1,000 in the aggregate from a contributor (includes loans)	October 20 – November 1, 2026	Continuing Report of Contributions (CRC) Required **only** by candidates in the general election
NOVEMBER 3, 2026 - GENERAL ELECTION		
January 1 – January 31, 2027	October 20 – December 31, 2026	Post-General Contributions and Expenditures Report

REPORTING AFTER THE ELECTION CYCLE

File quarterly reports after the election cycle according to the Quarterly Reporting Schedule above. Reports are required until (1) a report is filed with the final report checkbox marked **and** (2) the committee is dissolved according to the Ethics Rules.

MANDATORY DISSOLUTION DATE

Any funds remaining in the Committee 90 days after the required dissolution date are forfeited to the General Revenue Fund of the State of Oklahoma.

Does not take office	**2-year term**	**4-year term**	**6-year term**
November 3, 2028	November 3, 2028	November 3, 2030	November 3, 2032

2026 Elections: Contribution Chart

CONTRIBUTORS	RECEIVING COMMITTEES				
	Candidate Committee	Limited Committee	1/25 Committee	Party Committee	Unlimited Committee
Individuals** (candidates may give unlimited contributions to their own campaign)	Per Election Limit*: $3,500 Unopposed Candidates: $3,500 per campaign	$5,000 per year	$5,000 per year	$10,000 per year (may be split between multiple party committees)	No Limits
Limited Committee (other than 1/25 committees)	Per Election Limit*: $5,000 Unopposed Candidates: $5,000 per campaign	$5,000 per year***	Nothing	$10,000 per year (may be split between multiple party committees)	Nothing
1/25 Limited Committee	Per Election Limit*: $2,500 Unopposed Candidates: $2,500 per campaign	Nothing	Nothing	$5,000 per year (may be split between multiple party committees)	Nothing
Candidate Committee	$3,500 per campaign (from 2026 committee to 2026 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 All Other State/Local Offices: $10,000 prior to general election	Nothing	Nothing	Unlimited transfers between committees in same party	Nothing
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 $200 of a contributor's contribution may be in cash or from an anonymous source. Cash or anonymous contributions received in excess of $200 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 $3,500 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.

OKLAHOMA Ethics Commission

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

PRINTED/ELECTRONIC ADVERTISEMENT DISLOSURE

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 Senate 2026

NOT these:

🚫 **Paid for and Authorized by John Doe for Senate 2026**

🚫 **Paid for by John Doe for Senate 2026**

***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.

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

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.

DOES NOT REQUIRE THE DISCLOSURE:	
T-shirts & Hats	NO ACTION REQUIRED
Yard Signs (18"x24" or smaller)	NO ACTION REQUIRED
Bumper Stickers	NO ACTION REQUIRED
Campaign Buttons	NO ACTION REQUIRED

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 *officeholder*.
- **Surplus funds:** funds remaining in a campaign after the race for the candidate is decided.
- **Contributions to other same level candidates:** Campaign limits apply (dependent on original committee limits).

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."

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 2026 ($0.725 or less). Example: 1,320 miles @ $0.725 for Jan. and Feb. for campaign travel. ***Note:** *The reimbursement rate changes in accordance with the State Travel Reimbursement Act.*
Campaign Consulting Fees: Report with description of type of consulting. Examples– Strategic, Fundraising or Media consulting.	**Office Supplies and Equipment** (Assets must be sold at the close of committee.)
Online Merchant Processing Fees	**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;** *Does **not** include lifetime memberships.*
Modestly Valued Campaign Related Goods for Contributors and Volunteers. Examples- shirts, hats, bumper stickers or items with campaign logo/slogan	**Food and Beverages Related to Campaigning**: (Ex. Associated with door knocking, watch party, envelope stuffing, etc.)
Bookkeeping or Accounting Services **Reimbursement to Candidate for Campaign Purchases made with personal funds** within 90 days of the original expenditure (two entry requirement: initial purchase first recorded as an in-kind expense to the vendor.)	**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 actually be deposited in the campaign depository.

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

2026 Election Limits From Other Individual: $3,500/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 "Blackout Period"

Rule 6.4 Blackout Period.

The Commission shall not accept a complaint from any person alleging a violation of these Rules by a candidate or candidate committee during a period beginning the first day that the State Election Board may accept Declarations of Candidacy for the office sought by the candidate or candidates and ending on the day of either the Primary Election, only if such Primary Election determines the overall outcome of the winner of the Election, or the General Election during the same year. However, this section shall not prohibit acceptance of a complaint from a member or employee of the Commission.

The blackout period does not prevent the Commission from engaging in investigations during the complaints blackout period.

INFORMATION FOR TREASURERS

This information is for an individual listed as a treasurer or deputy treasurer of a Candidate Committee in Oklahoma.

Listing an individual as "treasurer" of a committee is an official notice to the Ethics Commission that the individual listed has agreed to fulfill the legal responsibilities as "treasurer" under the Ethics Rules. **The office of treasurer has specific legal responsibilities that <u>cannot</u> be assigned to any other person or entity.** This legal responsibility includes not only filing timely and accurate reports with the Ethics Commission but also keeping the financial records and accounts for the Committee.

> **Rule 2.73. Candidate Committee Treasurer Responsibilities.** The Treasurer shall be responsible for keeping the candidate committee's financial records and accounts, including but not limited to all contributions accepted; all deposit slips or other evidence of acceptance of contributions; all expenditures made; all receipts, cancelled checks or other evidence of payment of expenditures and all other documents necessary to file Reports of Contributions and Expenditures. All such documents shall be maintained for at least four (4) years and shall be made available to the Commission upon request of the Commission. The Treasurer shall be responsible for timely and accurately filing all Reports of Contributions and Expenditures for the committee.

Candidates, please review your Statement of Organization and ensure the individual listed as treasurer is the person fulfilling the responsibilities of Treasurer under the Oklahoma Ethics Rules. If not, then you must amend the Statement of Organization within 10 days to accurately identify the committee's Treasurer. Remember, the candidate may serve as treasurer of his or her own committee.

Officer Vacancies

- Any vacancy in the office of Chair, Treasurer, or Deputy Treasurer must be filled within 30 days.
- A candidate committee that has filed a Statement of Organization in The Guardian System must file an amended Statement of Organization, within 5 days after the vacancy is filled.
- A candidate committee may not accept or expend funds, when both the Treasurer and Deputy Treasurer offices are vacant.

Thank you!
Oklahoma Ethics Commission

CANDIDATE COMMITTEE ONLINE REGISTRATION/REPORTING

The Guardian System

The Guardian System is Oklahoma's public transparency website for campaigns, lobbyist reporting, and other documents filed with the **Oklahoma Ethics Commission.** Campaign and lobbyist filings are immediately available for public viewing once the documents are filed.

View & File Reports

LEARN MORE >

Go to ethics.ok.gov to file or access filings.

Candidate Committees: Review All Registration and Reporting Requirements Prior to Registering.

This document provides an overview for candidate committees on registration, navigation, data entry, and filing an original or amended report in The Guardian System.

Candidate Committees use The Guardian System to:

1. Register Candidate Committees for Elective State Offices
2. Enter Transactions — All contributions, other funds, and expenditures
3. File Reports
4. Pay Fees
5. View All Filed Reports, Perform Searches, and Download Data

Filing reports with the Ethics Commission is a <u>two-step process</u>.

1) **Enter all transactions: Monetary, Goods, Services, Payments, or Transactions on Behalf of the Committee:** Users will enter all transactions in the Contributions, Expenditures, and Loan sections under the "Financial" tab. <u>Transactions may be entered 24 hours a day, 7 days a week.</u>

2) **File the report:** Once the Filing Period begins, the user will use the "Filings" tab. Filings are due no later than 11:59:59 p.m. (Central) on the deadline, with staff available until 5:00 p.m. M-F to assist.

Filing Deadlines: Election specific reporting calendars and guidelines are available at <u>ethics.ok.gov</u> on the "Campaigns" page with report due dates, and should be calendared by the Committee. Those dates are also in The Guardian System once a Committee registers. For reports *other than Continuing Reports of Contributions (24-hour reports),* **The Guardian System** automatically sends courtesy email reminders to Committees with a report due that has not yet been filed during the 7 days prior to the deadline. Notices are sent to the email addresses provided by the Committee on the original, or most recently amended, Statement of Organization.

Need assistance?

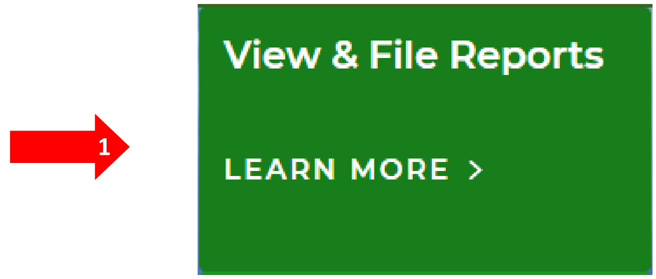
Call Commission staff at (405) 521-3451 M-F with quick questions or to schedule more in depth one-on-one training. Plan ahead for any in-depth training on The Guardian System as Commission staff is focused on being available to provide assistance to all filers during the last 5 days of a quarterly or pre-election reporting period.

OKLAHOMA Ethics Commission

Produced by the Ethics Commission

1. **Access The Guardian System two ways**

   1) https://guardian.ok.gov or
   2) Through the ethics website: ethics.ok.gov



2. **Register in The Guardian System**

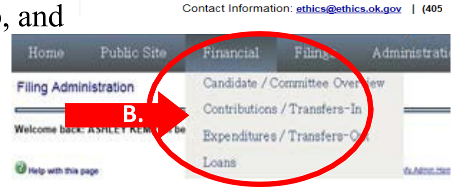
   On The Guardian System menu, click the "Registration" tab to begin a Statement of Organization (SO) and select the type of entity as Candidate Committee, click the "Registration" button, fill in the required information (red asterisk indicates required items):

   A. Candidate Information
   B. Committee Information (Candidate Committee name must include candidate name + year of the election)
   C. Depository Information (click "add to list" to save each depository's information)
   D. Committee Officers' and Designated Filing Agents' Information.
      1) You must enter each officer's or agent's information, including <u>individual</u> email addresses. Do not use a single email address for multiple people (click "add to list" to save officer or agent information).
   E. Review and check the acknowledgement box
   F. Click "Submit"
   G. Pay Registration fee
      1) May pay online with credit card or EFT/ACH (processing fees apply) or by cash or check to the Commission office.
   H. Commission staff will review each SO and either accept, conditionally accept, or reject the filing.
   I. When the SO is accepted (fully or upon conditions being met such as payment) each user will receive two emails: one with a username and one with a <u>temporary</u> password that expires in **7 days**.
   J. Set up your permanent password by clicking on "Filer Login" and entering your username and temporary password. You will be prompted to set a permanent password. <u>Do not</u> share credentials with another individual.

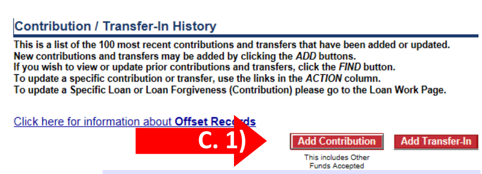
   Helpful Tip Add your Guardian username to your contacts list in your phone.

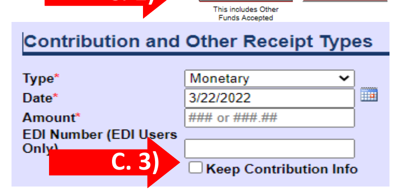
3. **Enter Contributions, Other Funds Accepted and Transfers-In:**

   A. Log in to your account at guardian.ok.gov. Click on the "Filer Login" tab on the menu and enter your username and password.
   B. Committees report contributions by hovering over the "Financial" tab, and selecting the "Contributions/Transfers-In" option.



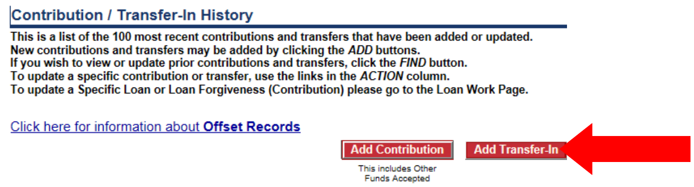
   C. For Contributions:
      1) Click the "Add Contribution" button to enter a monetary or in-kind contribution; and
      2) Fill in the required information for each contribution, including contributor type, name, address, employer and occupation.
      3) Use the "Keep Contribution Info" checkbox only when the contribution information is the same for multiple entries for the same person. Remember to uncheck the box when complete.





D. For Transfers-In:

1.) Click “Add Transfer-In.” This is only for candidate committees that are transferring funds from a prior same-level committee. Assets (equipment purchased with committee funds) may also be transferred in a separate entry. If the committee is closed and not in the drop down, call the Ethics Commission.



E. Other Funds Accepted is used for things like interest from a depository.

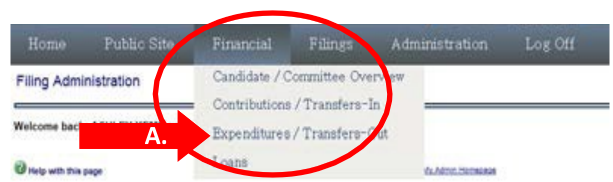
F. Each entry will populate in the red/white grid.

G. Click the “Submit” button to save the transaction entry.

H. For repeat contributors choose “Select Previously Entered Individual” from the drop-down list. This populates the contributor information and aggregates a running total on the contribution reports.

4. Expenditures

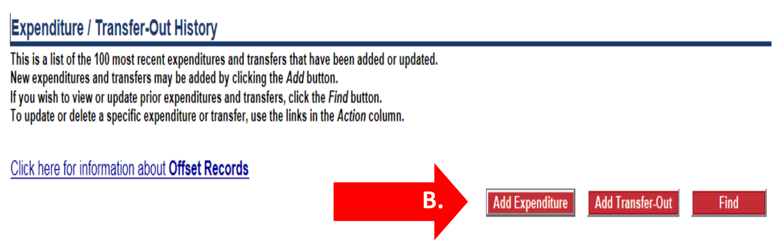
A. Committees report expenditures by hovering over the “Financial” tab and selecting the “Expenditures/Transfers-Out” option.



B. For Expenditures:

1) Click the “Add Expenditure” button to enter an expense

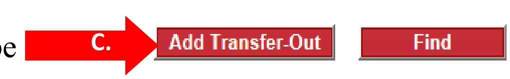
2) Fill in the required information for each expenditure



3) The system will retain vendor information once entered. Previously entered “Recipient” information is stored and you may pick the business or individual from the dropdown.

C. For “Transfers-Out.” This is only for candidate committees transferring funds and/or assets to their new same-level candidate committee. New committees should be registered prior to recording the transfers.

1) Click “ Add Transfer-out,” enter date, and the amount to be transferred



2) Click committee registered

3) Click the “NEW” committee from the drop-down.

D. Click the “Submit” button to save the transaction.

Each entry will populate in a grid below the buttons.

5. **Candidate Reimbursement**—A candidate who spends personal funds on his/her campaign may be reimbursed from campaign funds, but must report both the personal expenditure and the reimbursement. These reimbursements are itemized regardless of the amount.

- **90-day limit.** The reimbursement to the candidate must be made within 90 days of the candidate's purchase using personal funds. If the reimbursement does not occur within 90 days, the expenditure becomes a non-refundable contribution to the candidate committee from the candidate.

- **Timely reporting and sufficient documentation is required**. Documentation must be kept by the committee Treasurer of both the good or service purchased by the candidate and the reimbursement to the candidate.

- **Reporting Candidate Reimbursements**

  - Report candidate's reimbursable transaction (Ex. the original expense) using the "Expenditure Type" option of **"in-kind."** This will show the required details of the purchase just like all other committee purchases, but is reported as "in-kind" because committee funds do not leave the depository.

Recipient	Expenditure or Transfer Type	Expenditure Date	Amount
THE HERITAGE HOUSE	In-Kind ROOM RENTAL	03/22/2022	$320.00

  - Report the reimbursement to the candidate under the "Expenditure Type" option as **"Candidate Reimbursement,"** and reference the original expenditure.

Recipient	Expenditure or Transfer Type	Expenditure Date	Amount
TEST, JULIE	Candidate Reimbursement REIMBURSED ROOM RENTAL 3/22/2022	03/26/2022	$320.00

  - Report mileage reimbursement with the number of miles, date range, where, and purpose, along with the rate of reimbursement up to amount of the current state rate.

Recipient	Expenditure or Transfer Type	Expenditure Date	Amount
TEST, JULIE	Candidate Reimbursement MILEAGE REIMBURSEMENT FOR 138 @ $.585 FOR CONSTITUENT MEETINGS IN DISTRICT 3/7/22 TO 3/11/22.	03/18/2022	$80.73

6. **Loans—**Required Three-Step Process:

   A. Loan document signed by the Treasurer and Lender; (even if same person) contemporaneously with deposit of funds

   B. Deposit Funds in Campaign Depository

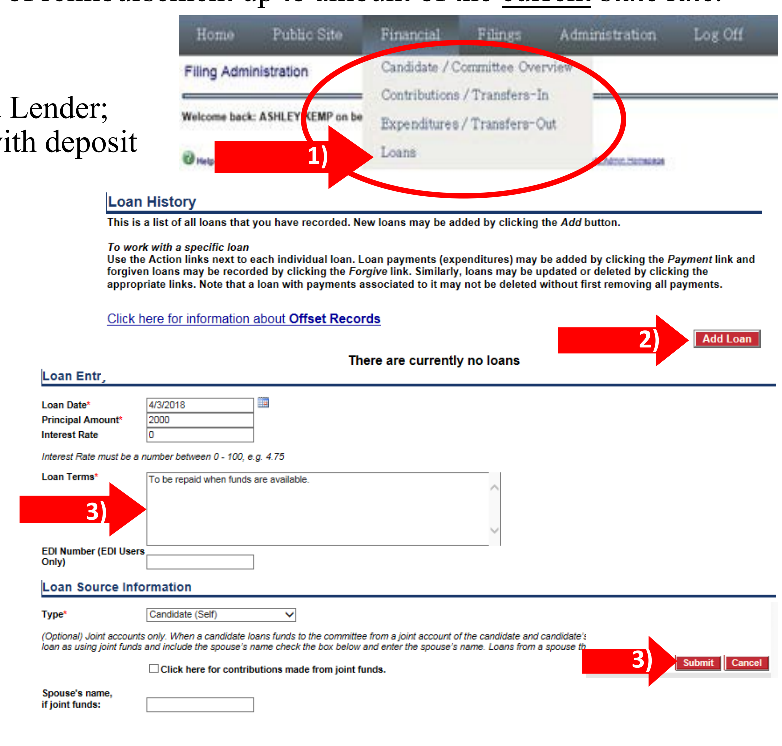
   C. Report the Loan in The Guardian System.

      1) Hover over the "Financial tab" and select "Loans."

      2) Click the red "Add Loan" button.

      3) Enter the loan details and click "submit" to add the loan to the transaction grid.

      4) All loan activity is reported using the "Loans" page, including payments or forgiveness for each loan listed.



Loan Source	Loan Source Type	Description	Loan Terms	Date of Loan	Original Amount	Current Balance	Offset	Amended	Filed?	Action
TEST, JULIE	Candidate (Self)		TO BE REPAID AS FUNDS ARE AVAILABLE	03/10/2022	$2,000.00	$2,000.00	No	No	No	Update Loan Delete Loan Add Loan Payment Add Loan Forgiveness

7. File a Report

A. Once a filing period opens, all transactions have been entered, and a committee is ready to file a report, click on the "Filings" tab, and select "Financial" from the drop-down menu.

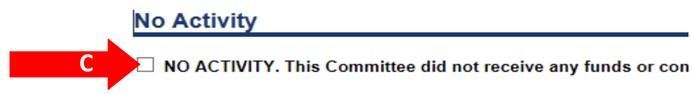
B. On the **"Filing Administration"** page, click the **"View/File"** link next to the report due.

Note: View/File is only visible once a filing period begins and any conditions related to the filing of the Statement of Organization have been resolved.

Reports Due

Report	Period Begin	Period End	File Begin Date	Due Date	Status	Action
2022 1ST QUARTER REPORT	1/1/2022	3/31/2022	4/1/2022	4/30/2022	Not Filed	View/File
2022 PRE-PRIMARY REPORT	4/1/2022	6/13/2022	6/14/2022	6/20/2022	Not Filed	
2022 PRE-RUNOFF REPORT	6/14/2022	8/8/2022	8/9/2022	8/15/2022	Not Filed	
2022 PRE-GENERAL REPORT	8/9/2022	10/24/2022	10/25/2022	10/31/2022	Not Filed	
2022 POST-GENERAL REPORT	10/25/2022	12/31/2022	1/1/2023	1/31/2023	Not Filed	

C. **Filing a Report with No Activity.**
If the committee had no activity during a reporting period, select the **"No Activity"** box (skip to #5) below.

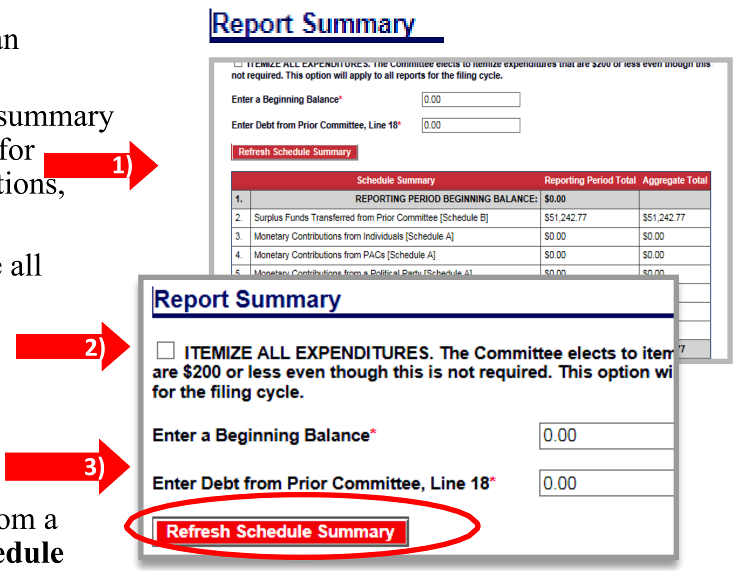


D. **Filing a Report with Activity** in The Guardian System.

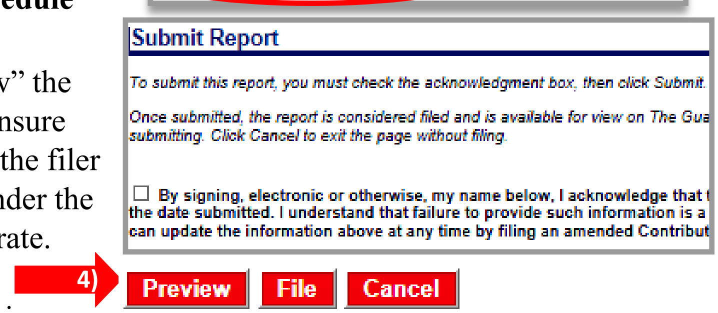
1) The **"Report Summary"** section shows a summary page of the report with all the transactions for the committee, including totals of contributions, transfers, expenditure and loans entered.

2) **First Report only:** you may opt to itemize all expenditures by checking the "Itemize all expenditures" box, otherwise only expenditures over $200 will be itemized. (**NOTE:** This cannot be reversed)

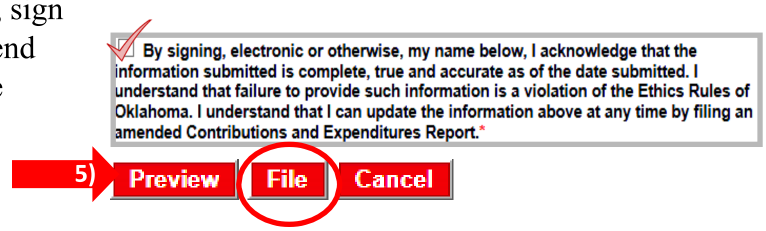
3) **First report only**: For a Candidate Committee, the beginning balance will always be "0." Enter the amount of debt from a prior committee "0." Click **"Refresh Schedule Summary."**



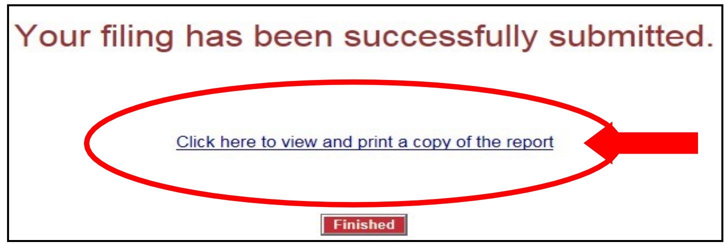
4) **Preview the Report**. Filers may "preview" the report prior to submission to review and ensure the report is ready to be filed. If it is not, the filer can enter, delete, or update transactions under the Financial tab until all information is accurate.



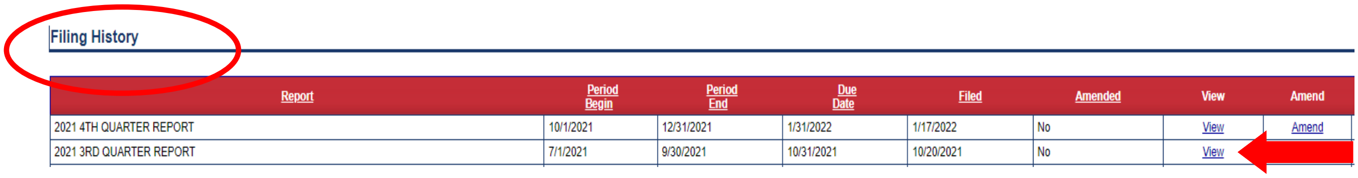
5) **File the Report.** Once the information is complete, accurate, and ready to be filed, sign electronically by clicking the box at the end of the page and click "File" to submit the report.



E. **Print and/or Save Filed Report.** Once the report is filed, it may be printed or saved by clicking the "click here to view and print a copy of the report" link. Then click "Finished."



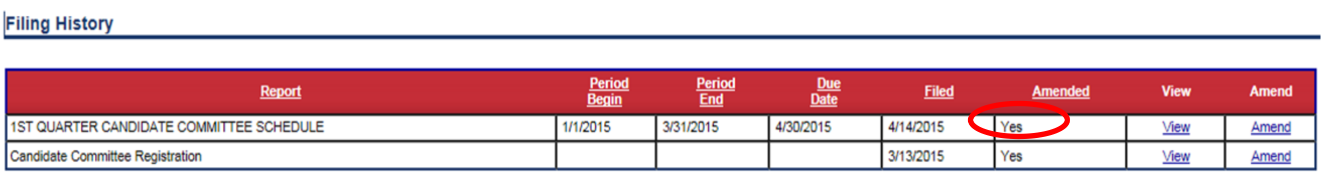
Filed reports will appear in the "Filing History" section under the "Filings" tab. Select the "View" link next to the report to view the filed report, which may be printed or saved for recording purposes. This filing is also available on The Guardian System for the public to review.



Filing History

Report	Period Begin	Period End	Due Date	Filed	Amended	View	Amend
2021 4TH QUARTER REPORT	10/1/2021	12/31/2021	1/31/2022	1/17/2022	No	View	Amend
2021 3RD QUARTER REPORT	7/1/2021	9/30/2021	10/31/2021	10/20/2021	No	View	

F. **Filing an amended report.** First delete, add, or update transactions as needed for the amendment from the "Financial" tab. Then return to the "Filings" page and select the "Amend" option in the "Filing History" section next to the report to amend. At that point, the system checks the reporting period and pulls in all transactions for those dates—including the transactions you just added or corrected. File the amendment by the same process as filing any other report. The grid will then indicate that an amendment has been filed by a "Yes" in the amendment column.

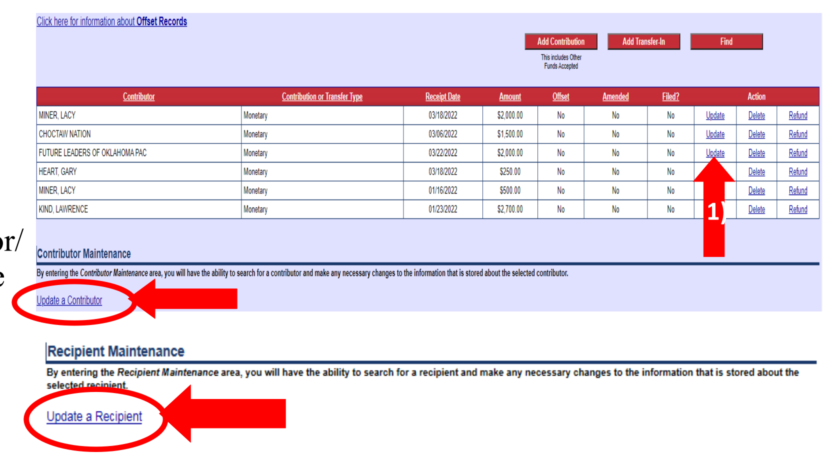


Filing History

Report	Period Begin	Period End	Due Date	Filed	Amended	View	Amend
1ST QUARTER CANDIDATE COMMITTEE SCHEDULE	1/1/2015	3/31/2015	4/30/2015	4/14/2015	Yes	View	Amend
Candidate Committee Registration				3/13/2015	Yes	View	Amend

G. **Correcting Contributor/Recipient Information.** What happens if a contributor or recipient moves, changes their name, or, for an individual contributor, changed employer?

1) To edit previously entered contributor/ recipient information, select "Update a Contributor" or "Update Recipient" at the bottom of the relevant Contributions or Expenditure page under the "Financial" tab. Search for the name, make the corrections and click "Update" to correct. This will correct all **future** entries.



Contributor	Contribution or Transfer Type	Receipt Date	Amount	Offset	Amended	Filed?	Action		
MINER, LACY	Monetary	03/18/2022	$2,000.00	No	No	No	Update	Delete	Refund
CHOCTAW NATION	Monetary	03/06/2022	$1,500.00	No	No	No	Update	Delete	Refund
FUTURE LEADERS OF OKLAHOMA PAC	Monetary	03/22/2022	$2,000.00	No	No	No	Update	Delete	Refund
HEART, GARY	Monetary	03/18/2022	$250.00	No	No	No		Delete	Refund
MINER, LACY	Monetary	01/16/2022	$500.00	No	No	No		Delete	Refund
KIND, LAWRENCE	Monetary	01/23/2022	$2,700.00	No	No	No		Delete	Refund

2) After updating the Contributor or Recipient, to correct any **previously** filed entry, find the line item in the contribution expenditure grid or use the "Find" button to search by date range, amount, transaction type, or name and click "update" on each entry. When all data entry has been corrected go to the "Filings" tab and amend the corresponding report.