

IAEA Elections Policy & Procedure Manual

CANDIDATE CAMPAIGN FINANCE REPORTS

Osage Nation Election Board Rules and Regulations, Rule Two, Section I(I)

Campaign reporting statements shall be filed with the Election Office, which shall verify that the campaign reporting statements comply with the provisions of this Rule, and submit a report of findings to the Election Board.

Policy

It is the policy of IAEA Elections that:

Campaign finance reports must be submitted to the Office, reviewed by Elections personnel, findings reported to the Board, and reports certified after all inaccuracies have been corrected.

Procedure for Assistance

- Elections personnel will not assist candidates in completing report forms.
- Candidates may request guidance from the Office in writing for any issues not covered by law or the Campaign Finance Report Instruction Guide.
 - Responses to candidates must be in writing.

Procedure for Filing

- Reports must:
 - be filed by the deadline
 - have bank documentation attached that consists of the reporting period in its entirety
 - be signed by the candidate
- Typewritten electronic signatures are not acceptable.
- Reports will not be reviewed or checked for accuracy and completion at the time of filing.

Procedure for the Findings Report

- Reports with:
 - no findings will be recommended to certify
 - findings will be recommended to notify the candidate of inaccuracies found in the report
- Findings to be reported to the Board include but are not limited to:
 - compliance with the filing deadline
 - missing bank documentation for any length of time throughout the reporting period
 - balance of funds at the time of the end date
 - donations missing any of the following:
 - first and last name
 - date the donation was made
 - amount of the donation
 - reported donations not deposited in the campaign account
 - deposits omitted from the report
 - expenditures missing any of the following:
 - name of the individual or vendor
 - goods or services received
 - date of the expenditure
 - amount
 - reported expenditures not debited from the campaign account

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- debits omitted from the report
- accurate data listed in fields
- incomplete required fields
- mathematical errors
- Findings that require a fine to be issued by the Board will indicate:
 - law(s) that were not complied with
 - fine(s) required by law, if any

Procedure for Certification

- Reports that meet all requirements in law and this policy and procedure will be certified by the Board in a meeting.
- Notification of the certification will be sent in a letter by e-mail to the candidate and the candidate's campaign manager, if applicable.

Procedure for Notification of Inaccuracies or Fines

- Reports failing to meet all requirements in law and this policy and procedure will be notified by the Board of inaccuracies or fines.
- Notification will be sent in a letter by e-mail to the candidate and the candidate's campaign manager, if applicable.

BOARD APPROVED: FEBRUARY 28, 2024