

# **CAMPAIGN FINANCE REQUIREMENTS AND TIPS**

## **REPORTING REQUIREMENTS**

- ➔ Primary first campaign reporting statements due between **March 11<sup>th</sup>** and **March 18<sup>th</sup>**.
  - *Failure to submit statements by the deadline shall result in a **\$500 fine**.*
- ➔ Primary second campaign reporting statements due **April 11<sup>th</sup>**.
  - *Failure to submit statements by the deadline shall result in a **\$500 fine**.*
- ➔ General first campaign reporting statements due between **May 16<sup>th</sup>** and **May 20<sup>th</sup>**.
  - *Failure to submit statements by the deadline shall result in a **\$500 fine**.*
- ➔ General second campaign reporting statements due **June 13<sup>th</sup>**.
  - *Failure to submit statements by the deadline shall result in a **\$500 fine**.*
- ➔ All campaign donations shall be deposited into the campaign bank account, including the candidate's personal funds used for campaign purposes.
  - *Failure to use this account for any and all donations shall result in a **\$125 fine**.*
- ➔ All expenditures used for campaign purposes shall be spent from the campaign bank account.
  - *Failure to use this account for any and all expenditures shall result in a **\$125 fine**.*
- ➔ All donations from the candidate, individuals, corporations, LLC's, or any business entity whether organized by state, tribal, or federal charter shall be reported in the campaign finance reporting statements. This shall also apply to all expenditures of the campaign. The reporting period shall be from the beginning of the campaign (whether or not such campaign began prior to the official candidate filing period) up to the statement filing date.
- ➔ The campaign reporting statement shall be accompanied by bank documentation showing the campaign bank account's deposits and expenditures from the campaign start date until the reporting date.
- ➔ Campaign reporting statements shall include the balance of funds at the time of the statement.
- ➔ All donations shall include the following for each donor:
  - First and last names of each donor OR the name of the business entity;
  - Employer, or indicate self-employment or unemployment, if known;
  - Date the donation was made.
  - Amount of the donations, or if multiple donations, the total amount of all donations;
  - Anonymous or unidentifiable cash donations shall be listed as miscellaneous donations; and
  - The equivalent of such amount in goods or services received from an individual or family member;
  - The general services of volunteers shall be exempt.
- ➔ All expenditures shall include the following:
  - The name of the individual or vendor receiving the campaign funds;
  - The goods or services received in return for the expenditure;
  - Date of the expenditure; and
  - Amount of the expenditures.

# CAMPAIGN FINANCE REQUIREMENTS AND TIPS

## BOARD CERTIFICATION OR NOTIFICATION OF DEFICIENCIES

- Candidates failing to submit campaign reporting statements by the deadline shall result in a **\$500 fine**.
  - *Failure to comply within three months shall prohibit the individual from being certified as a candidate for future elections.*
- For campaign reporting statements submitted by the deadline, the Board shall:
  - Certify campaign reporting statements by email, or
  - Notify the candidate submitting the statement of deficiencies by email.
    - Deficiencies include failing to meet the deadline, lack of bank documentation, failure to use bank account for donations and expenditures, and omission of bank transactions.
- Candidates who submitted their reports by the deadline and are notified of deficiencies have 3 business days upon the date email notification is sent by the Election Office to correct the deficiencies and report such corrections to the Election Office.
  - *Failure to correct deficiencies shall result in a **\$125 fine**.*

## PENALTIES FOR VIOLATIONS

- **Any candidate who commits a campaign violation may be disqualified, removed from the race, and his or her votes shall be considered void.**
- Any funds found to have been improperly donated or not reported shall be subject to forfeiture to be paid into the Osage Nation Election Fund.
- Candidates failing to submit campaign reporting statements by the deadline shall result in a **\$500 fine**.
- Candidates who fail to submit their corrected deficiencies by the deadline shall be assessed a **\$125 fine**.
- Candidates who fail to use their campaign bank account shall be assessed a **\$125 fine**.
- Candidates with deficiencies may also be assessed a **fine determined by the Board**.

## TIPS

- Balance and reconcile the campaign bank account statement to the check register every month!
  - This will ensure you capture all transactions that went into or out of your bank account, which should be everything!
- Use the Excel spreadsheet campaign reporting statement that we give you at filing.
  - If you don't have a computer or don't know how to use Excel, make an appointment to come into our office and we will help you--DO NOT wait until the week of the deadline to do this!
- If you have Quicken, QuickBooks or a similar bookkeeping program, use it.
  - It will provide reports that can be printed or saved in digital format that can be attached to the CFR that replace the need for handwritten detail sheets.
- If using a bookkeeping program, it is likely that your detailed monthly bank account reconciliation will satisfy all CFR reporting requirements so long as they balance with your bank statements. You will need a detailed bank account reconciliation for each month covered in the reporting period, along with the bank statements (or other bank documentation) for the same reporting period.