



## TREASURER'S BEST PRACTICES CHECKLIST

### Records Treasurers Must Obtain, Copy and Keep

*This checklist is intended only as a guide for committees of candidates participating or who intend to participate in the Citizens' Election Program. If you have questions, please call your Candidate Services Liaison at 860-256-2985. Treasurers are advised to refer to the specific statutory provisions, regulations, declaratory rulings and advisory opinions mentioned in the Participating Candidate Guidebook.*

#### **BANK RECORDS**

- ▶ Copies of bank statements (electronic or paper)
- ▶ Electronic copies or photocopies of canceled committee checks (checks written by the committee which have cleared through the committee depository)
- ▶ Deposit slips or tickets
- ▶ Electronic Funds Transfer slips or electronic copy equivalents for online "web banking" transfers
- ▶ Further documentation, if any, of interest paid or maintenance fees charged by the bank

#### **COMMITTEE RECEIPTS**

- ▶ Copies of contribution checks, money orders, cashier's or bank checks (photocopies or electronic images such as PDFs)
- ▶ Signed qualifying contribution certification forms
- ▶ Copy of treasurer's letter, return receipt requested, for required certifications not provided by the contributor

#### **FUNDRAISING**

- ▶ Names and addresses of all individuals appointed as solicitors
- ▶ Lists created by **all** solicitors containing contributor information for all contributions collected or promised, together with all qualifying contribution certification forms collected by solicitors
- ▶ Detailed information for each fundraising event, including date, time and location, and, if applicable, cost sharing arrangements with any other committees (Note that each committee *should* pay vendors directly, rather than reimburse another committee, and **must** pay vendors directly after receipt of a grant.)
- ▶ Lists of every contribution received at or in connection with each fundraising event
- ▶ Copies of fundraising event tickets, invitations, programs, and advertising
- ▶ Documents provided by house party hosts containing a description of the food, invitations or beverages purchased for the house party including a breakdown of the amount spent
- ▶ Written agreements with other committees for allocating joint expenditures for a joint fundraising event

#### **CREDIT CARD CONTRIBUTIONS**

- ▶ Documentation from the merchant account provider or payment gateway containing details of each credit card transaction including the name of the contributor and amount of contribution
- ▶ Transaction receipts for contributions made in person by credit or debit card
- ▶ For credit card contributions made over the internet, documentation demonstrating that contributor provided required certifications

## OTHER RECEIPTS

- ▶ Lists of “prior assets” (campaign items purchased by the candidate’s prior candidate committee) used again in the current election year and any documentation to support their original valuation
- ▶ Loan agreements (which can only be from financial institutions) and loan guarantor agreements
- ▶ Receipts for sale of surplus equipment, and documentation regarding how fair market value was determined

## COMMITTEE EXPENDITURES

- ▶ **Before hiring campaign workers or consultants:** Copy of contract including full description of services to be performed, amount of compensation, signature of all parties, and the date of execution
- ▶ **After hiring campaign workers or consultants:** Copy of records detailing the nature or scope of the work performed, the duration of the work or payment period, and the amount paid by the committee
- ▶ Itemized schedule of payments any consultant hired by the committee has made to other vendors on behalf of the committee
- ▶ Lease or rental agreements for real or personal property, which must include a description of the property or equipment, lease or rental amount, signature of all parties, duration of agreement, and the date of execution
- ▶ Invoices, bills for committee purchases or orders
- ▶ Documentation describing expenditures incurred but not yet paid
- ▶ Copies of canceled checks for all committee expenditures
- ▶ Written receipts, such as a cash register slip showing items, amount, date, and vendor for committee purchases or expenditures
- ▶ Committee debit card receipts and statements showing every committee purchase or expenditure (Note that **only** the treasurer or deputy treasurer can use a committee debit card.)
- ▶ Written receipts, such as cash register slips, to support a candidate or committee worker’s **request for reimbursement** detailing the items purchased, amount, date, and vendor
- ▶ Written agreements detailing any joint expenditure or cost sharing arrangements between committees, such as the cost of sharing headquarters space (Note that subsequent to receiving a grant, a participating committee may not pay another committee but must pay the vendor directly for its pro rata share of such joint expenditures.)
- ▶ Written documentation of all petty cash disbursements to committee workers showing the committee worker’s name, items purchased, vendor, amount and date and dated receipts for the same
- ▶ **For post-election payment to campaign treasurer:** Copy of records showing in detail the nature or scope of the work performed, and the amount paid by the committee, which cannot exceed the amount of funds remaining in the committee depository and cannot exceed \$1,000

## OTHER

- ▶ Copies of all mailings or other advertising paid for by the committee
- ▶ Copies of notices received from party committees, legislative leadership committees or legislative caucus committees detailing organization expenditures made on behalf of the candidate committee
- ▶ Copies of invitations to document the candidate’s attendance fee (up to \$100) for a charity or community event and copies of any advertising purchased for such events
- ▶ Documentation supporting any gifts purchased for committee workers (Note that gifts may not exceed \$5.00 in value.)
- ▶ Travel itineraries for permissible campaign travel