



STATE OF CONNECTICUT STATE ELECTIONS ENFORCEMENT COMMISSION

LIST OF DOCUMENTATION AND INTERNAL RECORDS COMMITTEE TREASURER REQUIRED TO MAINTAIN FOR COMPLIANCE WITH SEEC POST-ELECTION REVIEW

Pursuant to Public Act No. 25-26 Sec. 5, the following is a complete and detailed list of all documentation and internal records that a treasurer of a qualified candidate committee, as defined in section 9-700 of the General Statutes, is required to maintain and furnish for the purpose of complying with any post-election review conducted by the commission pursuant to subdivision (5) of subsection (a) of section 9-7b of the General Statutes.

BANK RECORDS

- Bank statements (electronic or paper).
- Electronic copies or photocopies of canceled committee checks (checks written by the committee which have been cleared through the committee depository).
- Deposit slips or tickets.
- Wire transfer documentation for each transfer made.
- Voided check documentation for each occurrence.

COMMITTEE EXPENDITURES

- Invoices, bills, cash register receipts for committee purchases or orders. When applicable, note the committee check number used to pay the bill.
- For payments over \$100 for services (including those for hiring campaign workers or consultants), written documentation showing that the treasurer approved, prior to the commencement of work, the type of work, the amount of work, and the cost to be charged. Documentation must include signatures, an execution/effective date, the amount to be paid, and scope of work. If addenda (such as price lists) or additional items or amounts were agreed upon later and reflected in supplemental documentation, those materials must be also provided.
- Time sheets, invoices, or other written proof sufficient to allow the treasurer to verify that the type and amount of work performed, the amount charged, match the work approved in the written service agreement.
- An itemized schedule of payments to any secondary payee for subcontracted work on behalf of the campaign that may have been paid directly by a campaign consultant and supporting documentation.
- Invoices and billing information from all entities (e.g., Facebook, Twitter, Google) that published social media or online advertisements on behalf of the campaign, reflecting placement, duration, and charges for advertisements. This documentation must demonstrate that the advertisements were actually run and published. If a consultant was used to place or design the advertisements, provide related documentation from the consultant showing design costs and advertisement purchases, in addition to documentation from the social media or online entity that posted the advertisement.
- Payroll records or reports from third-party providers, such as ADP or Paychex.
- Lease or rental agreements for real property or equipment. Agreement must include a description of the property or equipment, lease or rental amount, signatures of all parties, duration of agreement, and date of execution.
- Committee debit card receipts and statements detailing each committee purchase.
- Receipts (such as cash register slips) supporting a candidate's, consultant's, or committee worker's request for reimbursement. Documentation must detail the items purchased, amount, date, vendor, and method of payment. Note the committee check number used to reimburse the requestor.



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- Agreements detailing any joint expenditure or cost-sharing arrangements (including organization expenditures) between this committee and other committees, such as shared headquarters space. Documentation must reflect the date the arrangement was made and how costs were allocated or paid.
- All petty cash documentation, including disbursements to committee workers showing worker's name, items purchased, vendor, amount, and date, along with receipts reconciling purchases made with petty cash fund.
- Mailings or other printed advertising (including social media advertisements) paid for by the committee, including advertisements for events. Note the invoice number for each advertisement.
- Fundraising event tickets, invitations, programs, and advertising material.
- Invitations to charitable events, when necessary to document the candidate's attendance fee for a charity or community event.
- Travel itineraries or mileage logs for permissible campaign travel for which candidate, campaign worker or volunteer sought reimbursement.

CONTRIBUTIONS AND OTHER FUNDS RECEIVED BY COMMITTEE

- Lists of "prior assets" (campaign items purchased by the candidate's prior committee) reused in the current election year, along with documentation supporting their original valuation.
- Loan agreements and loan guarantor agreements.
- Receipts for the sale of surplus equipment and documentation reflecting how fair market value was determined (e.g., listing of sales prices for similar items on eBay or Craigslist).
- Names and addresses of all individuals appointed as solicitors.
- Lists created by solicitors containing contributor information for all contributions collected or promised.
- Documentation supporting all security deposits and refunds received.
- Contribution checks, money orders, cashier's checks, or bank checks.
- Completed contribution certification forms signed by contributors who made contributions via cash, check, or money order.
- Credit card contribution documentation from the merchant account provider or payment gateway that processed credit card or online contributions, including:
 - Detailed spreadsheet from the merchant provider containing information as provided by the contributor and bank, indicating contributions and returned funds, **and covering the time frame from the inception of the committee until termination.**
 - Transactional Receipts.
 - Merchant Account Processor Letter and Grant Application Letter for CEP candidates.

If these documents were provided during a grant application review they do not have to be provided a second time with post-election review documents.

Treasurers are required to maintain contemporaneous documentation demonstrating the permissible purpose of all expenditures. If, upon compiling documentation in response to this request, a treasurer determines that adequate documentation is missing, alternative proof may be provided. If a receipt is missing or lacks sufficient detail, the treasurer may need to contact the vendor to obtain additional information. Any supplemental documentation must be accurately dated. Also, include any other supporting documents or records in the committee's possession that the committee wishes to have considered during the post-election review to demonstrate that expenditures were permissible and documentation is complete.