



# OKLAHOMA ETHICS COMMISSION

## REGISTRATION CHECKLIST FOR A NEW MUNICIPAL CAMPAIGN COMMITTEE

Read through the checklist before completing any items and use it with the *Guide for Candidates (Municipal Office)* and *Ethics Rules*.

ITEM	DESCRIPTION
<input type="checkbox"/> Do the Ethics Rules apply to the municipal race?	<ol style="list-style-type: none"> <li>1. <b>Did the Municipality have a population over 10,000 in the last census?</b></li> <li>2. <b>Does the Municipality have a General Revenue Fund Expenditure Budget over \$10,000,000 (10 million) during the election year?</b></li> </ol> <p><b>YES:</b> Answering “Yes” to <b>BOTH</b> of these questions means the Ethics Rules will apply to your election. Continue with the Checklist.</p> <p><b>NO:</b> A “No” to <u>either</u> of these questions means the Ethics Rules will <u>not</u> apply to the election. Do not use this checklist. Check the local ordinances for any requirements.</p>
<input type="checkbox"/> Read the Guide for Candidates (Municipal Office)	<p>The Guide for Candidates (Municipal Office) summarizes the Ethics Rules that apply to municipal candidates.</p> <p>It is available at <a href="http://www.ethics.ok.gov">www.ethics.ok.gov</a> on the “<u>Municipal</u>” page under the “Campaigns” tab, “Local Campaigns” link.</p>
<input type="checkbox"/> Prior Committee Information	<p>Does this candidate have an <u>active municipal</u> campaign committee for a prior election in the same municipality?</p> <p><b>YES:</b> Discontinue with this Checklist and use the “<u>Local Transition Checklist</u>” available at <a href="http://www.ethics.ok.gov">www.ethics.ok.gov</a> under the “Campaigns” tab, “Local Campaigns” link.</p> <p><b>NO:</b> Continue to the next step.</p>
<input type="checkbox"/> Name the Campaign Committee	<p>A campaign committee name must include the following:</p> <ol style="list-style-type: none"> <li>1. Name of the candidate (i.e., full name, first name, middle name or last name of candidate); <b>and</b></li> <li>2. Year of the election</li> </ol> <p>Examples: “John Doe for Mayor 2022” or “Doe for Mayor 2022” are acceptable names for a campaign committee.</p>
<input type="checkbox"/> Identify Officers for the Committee <i>(Treasurers &amp; Deputy Treasurers shall be Oklahoma residents)</i>	<ul style="list-style-type: none"> <li>• Chair and Treasurer are required officers. The same person, including the candidate, may be Chair, Treasurer, or both.</li> <li>• A Deputy Treasurer is optional but recommended.</li> <li>• The campaign may have other officers and personnel; however, none of these officers will relieve the Chair, Treasurer, candidate or others of their legal obligations under the Ethics Rules.</li> </ul> <p style="color: red;"><b><u>NOTE:</u></b> The Treasurer is legally responsible for the filing of timely and accurate reports for the municipal campaign and maintaining all associated records for at least four years.</p>
<input type="checkbox"/> Open a Campaign Committee Depository <i>(Bank, Credit Union, or other financial institution)</i>	<ul style="list-style-type: none"> <li>• The depository account name must be the full name of the campaign committee, which includes the name of the candidate and year of the election.</li> <li>• The depository must ordinarily do business in Oklahoma.</li> <li>• An employer ID Number (EIN) may be obtained at <a href="http://www.irs.gov">www.irs.gov</a>.</li> </ul> <p style="color: red;"><b><u>NOTE:</u></b> All campaign funds accepted are required to be deposited in the committee’s depository. Candidates who spend personal funds for campaign purposes may be reimbursed with campaign committee funds within 90 days of the expense. After the 90 days, non-reimbursed expenses are considered contributions to the campaign from the candidate, must be reported accordingly, and are not able to be refunded.</p> <p>All campaign expenditures are required to be reported by transaction date even if not expended from the depository.</p>

<input type="checkbox"/>	Registration with the <b>Municipal Clerk</b>	<ul style="list-style-type: none"> <li>• Has in excess of \$1,000 been received for the campaign?</li> <li>• Has in excess of \$1,000 spent on the campaign?</li> </ul> <p><b>NOTE:</b> The \$1,000 threshold includes a candidate’s personal funds spent on his/her own campaign.</p> <p><b>YES:</b> A “yes” to <u>either</u> of these questions, requires the filing of a Statement of Organization with the <b>Municipal Clerk</b> within 10 calendar days of exceeding \$1,000 of activity for the campaign. Go to next section.</p> <p><b>NO:</b> A “no” to <u>both</u> questions, means a Statement of Organization is not required to be filed, but, once \$1,000 in activity is exceeded a Statement of Organization must be filed within 10 calendar days. Campaign committees with \$1,000 or less of activity are not required to register and file reports.</p>
<input type="checkbox"/>	File a <i>Statement of Organization</i> with the <b>Municipal Clerk</b> (if required)	<ul style="list-style-type: none"> <li>• A Statement of Organization form is available on the Ethics Commission website at <a href="http://www.ethics.ok.gov">www.ethics.ok.gov</a> under the “Campaigns” tab, “Local Campaigns” link.</li> <li>• Save the form to your computer to type on the form or print the form and fill out by hand.</li> <li>• After the form is complete, file the Statement of Organization with the Municipal Clerk.</li> </ul>
<input type="checkbox"/>	File <i>Contributions and Expenditures Reports</i> as Required by the Ethics Rules (if registered)	<p>The municipal reporting calendar is at <a href="http://www.ethics.ok.gov">www.ethics.ok.gov</a>. <b>Required reports:</b> Pre-election reports are required prior to elections, post-general election reports are required to close out the election year, and quarterly reports are required at all other times.</p> <ul style="list-style-type: none"> <li>• For each required filing period, file the Contributions and Expenditures Summary Report and any schedules (A-J) that apply. Do not include blank schedules.</li> <li>• The fillable report forms are available on the Ethics Commission website <a href="http://www.ethics.ok.gov">www.ethics.ok.gov</a> on the “Municipal” page under the “Campaigns” tab, “Local Campaigns” link.</li> <li>• File reports until a “Final Report” is filed and the campaign committee is properly dissolved in accordance with the Ethics Rules, see “Local Dissolution Checklist” under “Checklists &amp; Information.”</li> </ul>
<input type="checkbox"/>	File <i>Continuing Report of Contributions (CRC)</i> as Required by the Ethics Rules	<ul style="list-style-type: none"> <li>• Continuing Report of Contributions (CRC) reports are only due during the two weeks before an election in which the candidate’s name is on the ballot. These reports must be filed within 24 hours of receiving contributions totaling more than \$1,000 from a single source, and also with each subsequent contribution from that source regardless of value.</li> <li>• Loans, campaign expenses using personal funds, monetary contributions, and in-kind contributions from a single source are all contributions aggregated (totaled) to determine if a CRC (24-hour) report is required.</li> </ul>
<input type="checkbox"/>	File Personal Financial Disclosure Statement (PFD)	<ul style="list-style-type: none"> <li>• Newly elected municipal officers will file the PFD within 30 days of assuming office. PFD’s will then be filed annually between January 1st and May 15th of each year. This report will cover the previous calendar year. The PFD form is available on the “Municipal Campaigns” page</li> </ul>
<input type="checkbox"/>	Maintain All Records for 4 Years	<ul style="list-style-type: none"> <li>• The committee must retain all receipts, bank statements and other documentation supporting the Contributions and Expenditures Reports for at least FOUR (4) years. The Committee is required to provide these documents to the Ethics Commission upon request.</li> </ul>

**Questions about the Ethics Commission Rules or Filing Requirements?**  
Call the Ethics Commission staff at (405) 521-3451 or email the staff at [ethics@ethics.ok.gov](mailto:ethics@ethics.ok.gov)