

# TREASURER'S CHECKLIST

## For Use in Completion of Ohio Campaign Finance Reports

### DESIGNATION OF TREASURER (Form 30-D To Be Filled Out Completely Each Time)

- Filed prior to contributions received or expenditures made
- Name and street address of entity provided
- Office, election year, party, subdivision and district indicated (*Candidates only*)
- Name and street address of treasurer provided
- Corporate or labor organization sponsorship indicated (*PACs only*)
- Reason for filing form indicated
- Candidate's original signature (*campaign committee*) or officer (*PAC/party*)
- Last name of candidate included in committee name (*candidate's only*)
- Information on Designation of Treasurer updated if change occurs
- Committee, other than candidate's authorized committee, does not include candidate name
- Connected organization included in PAC name (*PACs only*)

### COVER PAGE (Form 30-A)

- Committee and street address provided
- Correct type of report and date of election indicated
- Amount brought forward matches ending balance of last report (*Zero if new*)
- Totals on all report lines equal corresponding form totals
- Total of independent expenditures made included in total expenditure line
- Math computations on lines 1 through 6 done correctly
- Positive number or zero balance on hand
- Termination marked only if zero balance, zero debts and zero loans
- Original signature of designated treasurer or deputy treasurer
- Total number and type of pages provided

### CONTRIBUTIONS RECEIVED (Forms 31-A, 31-E, 31-G, 31-P, etc)

- Complete contributor names provided (*Initials allowed if that is how contributor is typically known*)
- Individual contributions not reported under two names, i.e. "John & Jane Doe"
- Dates provided
- Dates are from appropriate reporting period
- Addresses provided (*Political parties are exempt*)
- Form provided, i.e. cash, check, etc.
- Amount provided
- Contributions received from statewide PACs have reported registration number
- Contributions on a partnership or unincorporated business account reported the name of the partner or owner making the contribution - **must be allocated among 1 or more persons.**
- Fund-raiser itemization exemption not based on ticket price
- No cash contributions totaling over \$100 from any source
- No corporate or non PCE labor organization contributions received (Except to ballot issues)
- Explanation of efforts to determine identity of anonymous contributions provided
- Contributions from Officeholder's Employees on Form 31-G when necessary.
- Fund-raiser contributions on proper form (31-E)
- Separate forms for each fund-raising event; no ongoing fund-raisers
- Page totals correct
- Correct total of Contributions transferred to correct cover page line

### Statewide and General Assembly Committees Only

- No employee contributions
- Employer or occupation included for contributors over \$100. If contributor is self employed, the name of the business, if any, also included.
- No contributions retained in excess of limits; see chart
- Notice filed if personal funds threshold reached; see chart
- Excess funds disposed of in a timely and correct manner; see chart
- Unpaid debt properly reported; see chart
- Two day business statement filed if threshold reached within 19 days of general election; see chart (*Statewide Candidates Only*)

### OTHER INCOME (Form 31-A-2)

- Other Income form lists all refunds, interest, uncashed checks, committee NSF checks and loan transfers
- Appropriate category indicated on Other Income form
- Correct total of Other Income transferred to correct cover page line

**EXPENDITURES (Forms 31-B, 31-F, 31-I, etc.)**

- Dates provided
- Dates are from appropriate reporting period
- Payee Names provided
- Street addresses provided with zip codes (except for banks, post offices, utilities or gasoline companies)
- Adequate purpose provided (*Expenses, Reimbursement, or Services too vague*)
- Only charitable or election-related expenses made (*PACs only*)
- No personal or business use of campaign funds by candidates
- Credit card payments itemized by underlying vendors/Proper documentation attached
- Page totals correct
- Total of all expenditures transferred to correct cover page line
- Total of independent expenditures made transferred to last line of cover page as well as being included in total expenditures made line
- Copies of canceled checks or paid receipts attached for each expense over \$25  
(*Bank statements will satisfy this element IF the vendor name, amount and date are clearly itemized*)
- PAC checks include full name and address. PAC Number included if State PAC
- Establishment, Solicitation & Administrative expenses (form 31-I) filed (*sponsored PACs only*)

**IN-KIND CONTRIBUTIONS (Forms 31-J-1 & 31-J-2)**

- Dates provided
- Complete names
- Addresses provided for in-kind received
- No corporate or labor organization contributions received (*Except to ballot issues*)
- Complete names provided for in-kind made
- Employer or occupation included for contributors over \$100 (*When required*)
- Street addresses provided for in-kind made
- Adequate description of item or service
- Amounts provided
- Totals not included in cover page monetary lines
- Correct totals transferred to appropriate lines on cover page

**LOANS (Forms 31-C & and 31-K)**

- Complete names provided
- Addresses provided
- Dates provided
- Balance equals amount outstanding from previous period **plus** amount incurred this period **minus** any payments made this period
- Page totals correct
- Total payments made transferred to Statement of Expenditures
- Total payments received from Loans Made transferred to Statement of Other Income
- Total of new loans transferred to Statement of Other Income (form 31-A-2)
- Total still outstanding transferred to appropriate line on cover page

**DEBTS (Form 31-N)**

- Complete names provided
- Addresses provided
- Dates provided
- Outstanding balance equals amount outstanding from previous period **plus** amount incurred this period **minus** payments made this period
- Page totals correct
- Total payments made transferred to Statement of Expenditures
- Total forgiven included on in-kind received line of cover page
- No debts forgiven by corporations or labor organizations except to ballot issues

**OTHER**

- Current SOS prescribed, or approved alternative, forms used
- Establishment, Solicitation & Administrative expenses (form 31-I) filed (*sponsored PACs only*)
- Report filed electronically if required

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