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

NOTES: