



Three Rules of ONE		
ONE person responsible for deposits ONE place where all contributions are collected ONE checkbook		
Basic Routines	Basic Controls	
<ul style="list-style-type: none"> • Pay bills routinely and timely • Make deposits regularly <ul style="list-style-type: none"> ◦ Never make less-cash deposits • Reconcile (balance) checkbook monthly <ul style="list-style-type: none"> ◦ Don't rely on bank for balance • Enter reporting data routinely – not the day before the report • Make calendar of financial dates: Reports, payroll/taxes/returns, loan payments, fundraising event dates 	<ul style="list-style-type: none"> • Restrict checkbook access <ul style="list-style-type: none"> ◦ Limit blank/incomplete checks • Restrict debit card use – require receipts • Limit petty cash use (better: <i>no</i> petty cash) • Limit advances to individuals • Restrict authority to spend <ul style="list-style-type: none"> ◦ Most campaign workers should have <i>none</i> ◦ No presumption of reimbursement 	
Handling Contributions		
General – <ul style="list-style-type: none"> • Screen BEFORE depositing <ul style="list-style-type: none"> ◦ Is it acceptable? ◦ Is the information complete? • Alphabetize large deposits/copy batch with deposit slip/attach receipt to batch • Don't "strip" contributions <ul style="list-style-type: none"> ◦ Keep letters, reply cards with contribution copies • Deposit copies are master records – do not let anyone "borrow" 	Currency – <ul style="list-style-type: none"> • Cash ≠ petty cash/<i>no</i> less-cash deposits • What are your limits for cash? • Attach list of cash contributors with amounts, addresses required information to deposit slip and receipt 	Online/credit cards – <ul style="list-style-type: none"> • Get complete information at point of contribution • Ask for required information in online forms • Download/reconcile contributions regularly

Best Practices: Campaign Finance

Making Expenditures	
<p>General –</p> <ul style="list-style-type: none"> • Write address, other reportable information on stub or check copy • Write check number on invoice/receipt • Maintain invoices in either alpha or check number order • Know what you’re writing a check for – specific purpose 	<p>Reimbursements –</p> <ul style="list-style-type: none"> • Require complete receipts, complete information (including address and purpose)
<p>By Credit Card –</p> <ul style="list-style-type: none"> • Make sure you have online access <ul style="list-style-type: none"> ◦ Usually reportable when you use the card, not when you pay the bill (Texas rule, not federal) • Must have complete address, purpose – keep receipts 	
Odds and Ends – Reminders	Reporting
<ul style="list-style-type: none"> • Loans • Automatic postings in bank accounts <ul style="list-style-type: none"> ◦ Checks, service charges, credit card processing fees, wire fees ◦ Electronic (standing) bill payments, debit card payments ◦ Account interest • Bills to pay – debts • Campaign expenditures from candidate’s personal funds (out of pocket) • In-kind contributions received (goods and services) 	<ul style="list-style-type: none"> • Collect all information before data entry • Finish early if possible – give it a rest • Print report before filing – different things are visible • Have another pair of eyes review report