



**CITY OF TUCSON
2013 PRIMARY AND GENERAL ELECTIONS
CAMPAIGN FINANCE ADMINISTRATION**

INFORMATION UPDATE 2013-03

TO: Candidates, Political Parties and Political Committees
FROM: Roger W. Randolph, City Clerk/Campaign Finance Administrator
DATE: February 22, 2013

From time to time, this office distributes information regarding campaign finance and other election related issues that may be of interest to you. We encourage you to contact the City Clerk's Office with any questions you have regarding these issues.

RECORD KEEPING FOR CONTRIBUTIONS AND EXPENSES

As a reminder, candidates who sign campaign contracts are required to keep their records organized in the manner outlined in the *Campaign Finance Record Keeping Manual*. This will ensure the audit process goes as smoothly as possible. The tips provided here are merely highlights from the manual and are not intended to take the place of a thorough overview.

Contributions:

You are required to make two copies of each contribution check or other monetary instrument. One copy is attached to the contribution envelope or card and one is filed with the deposit slip. **Deposits** must be organized in a way that can be audited chronologically and alphabetically by contributor:

- Keep all **deposit slips** in chronological order.
- **Keep copies** of all checks, cash contribution receipts, or other instruments representing monetary receipts, grouped together with the associated deposit slip. **REMEMBER, this is in addition to keeping a copy of each check attached to the corresponding contribution card.**
- The Campaign Finance Administration Rules and Regulations require contributions be deposited within five days of receipt by the committee.

Expenditures:

The Campaign Finance Administration Rules and Regulations require candidates to keep copies of bills or invoices. We recommend that a voucher be used to attach to each bill or combination

of bills for which a check will be written. The following information should be included on each voucher:

- Date Paid
- Amount
- Individual or Vendor
- Purpose
- Address
- Check number used to pay the bill
- Approval by treasurer or designated agent

All vouchers and bills should be kept in chronological date order, by date billed. It's also a good idea to limit the number of persons authorized to expend funds on behalf of the campaign. This limitation will give a clearer picture of actual expenditures made. Keep a separate chronological file of all outstanding bills.

Should you have any questions regarding the information contained in this update, please contact me or Suzanne Mesich, Assistant City Clerk, at 791-4213 or e-mail cityclerk@tucsonaz.gov.