

## DUTIES OF A POLITICAL TREASURER

### at are the duties of a Political Treasurer?

These are the key responsibilities to being a Political Treasurer.

- a) Keep detailed accounts, **current within not more than seven days after the date of receiving a contribution or making an expenditure.**
- b) Keep a detailed record of accounts for at least one year after the date of the election or filing of the last Campaign Financial Disclosure Report, whichever is later.
- c) File the required Campaign Financial Disclosure Reports on time while reporting all required information. (See page 10 for reporting periods and due dates.)
- d) Obtain the full name and complete address of any individual or organization which has made a contribution.
  - 1) Only those contributing more than \$50 during a calendar year must be itemized on the Campaign Financial Disclosure Report.
- e) Transmit any anonymous contribution of more than \$50 to the State Controller for deposit in the public school fund.
- f) Obtain a receipt, canceled check or an accurate copy thereof for an expenditure of \$25 or more.
- g) Clearly indicate on all public political advertising the person responsible for such communications.
  - 1) For example: Print "Paid for by Candidate X for Commissioner, John Doe Political Treasurer" on all printed materials.

### Secretary of State Administrative Rule

#### Items Exempt from Advertising Regulation

Campaign buttons, bumper stickers, pins, pens and similar small items upon which a disclaimer cannot be conveniently printed are not deemed to be regulated by the provisions of Section 67-6614A, Idaho Code.

- h) Notify the County Clerk, in writing (fax accepted), of:
  - 1) Any contribution of \$1,000 or more received after the 16th day, but more than 48 hours before any Primary or General Election. This notification shall be made within 48 hours after the receipt of such contribution.
    - i) For information and instructions regarding the 48 Hour Notice of Contributions/Loans received, see the 48 Hour Notice of Contributions/Loans Received section beginning on page 51.
  - 2) Any Independent Expenditures.
    - i) For information and instructions regarding the Independent Expenditure Report, see the Independent Expenditures section beginning on page 54.
  - 3) Any Electioneering Communication.
    - i) For information and instructions regarding the Electioneering Communication Report, see the Electioneering Communication section beginning on page 60.

## CERTIFYING A POLITICAL TREASURER

### **Who must appoint and certify a Political Treasurer?**

All candidates for county office.  
All political committees.

### **When must the Political Treasurer be appointed and certified?**

A Political Treasurer must be appointed and certified **prior** to any of the following occurring:

- a) Receiving any contributions;
- b) Spending any funds;
- c) Announcing candidacy for county office;
- d) Becoming a political committee.

### **What are the requirements for serving as a Political Treasurer?**

The only requirement for serving as a Political Treasurer is that the individual must be registered to vote in the state of Idaho.

### **Can a Candidate serve as his or her own Political Treasurer?**

Yes, a Candidate may serve as his or her own Political Treasurer. However, it is recommended that the Candidate keep campaign funds separate from personal funds (i.e. separate bank accounts).

### **Can a Candidate serve as a Political Treasurer for more than one Candidate and/or Political Committee?**

Yes, an individual may serve as the Political treasurer for more than one Candidate and/or Political Committee. However, they need to keep separate records and accounts for each Candidate and/or Political Committee.

### **How do you appoint and certify a Political Treasurer?**

To appoint and certify a Political Treasurer, the Appointment and Certification of a Political Treasurer (C-1) form must be completed and filed with the County Clerk's Office.

- a) For a Candidate, this form must be signed by both the Candidate and Political Treasurer.
- b) For a Political Committee, this form must be signed by both the Chairman of the Political Committee and the Political Treasurer.

### **Where can the Appointment and Certification of a Political treasurer (C-1) be found?**

This form can be received in several ways. It can be:

- a) Requested by contacting the County Clerk's Office.
- b) Downloaded from either the County's website or the Idaho Association of Counties' website ([www.idcounties.org](http://www.idcounties.org)).

### **What happens if a Political Treasurer resigns, is removed or dies?**

The Candidate or the Chairman of the Political Committee must appoint and certify a new Political Treasurer by completing and submitting a new Appointment and Certification of a Political Treasurer (C-1) form to the County Clerk's Office.

Contributions may not be received and expenditures may not be made until a new Political Treasurer is appointed and certified.

## FREQUENTLY ASKED REPORTING QUESTIONS

Although it is the responsibility of the Political Treasurer to be aware of all filing deadlines and to report on a timely basis, it is the policy of the County Clerk's Office to send the Political Treasurer a reminder concerning the date a report is due. However, this is only a courtesy and a missing reminder will not be accepted as a reason for a late report.

### **Are all Campaign Disclosure Reports (C-2) timely if postmarked by the due date?**

No, the 7 Day Pre-Primary and 7 Day Pre-General reports must be received in the County Clerk's Office no later than 5:00 pm on the report's due date. All other reports are timely if postmarked as of the due date of the report.

### **Can Campaign Financial Disclosure Reports be faxed to the County Clerk's Office?**

Yes, all Campaign Financial Reports may be filed by faxing them to the County Clerk's Office. It is **not** recommended that you plan on faxing your report on the due date of the report as there is a chance the fax machine may be busy and you may have difficulty faxing your report.

### **Can Campaign Financial Reports be emailed to the County Clerk?**

**Check with your County Clerk.**

### **I am a Political Treasurer of a new Candidate or Political Committee. What period does my first report cover and when is it due?**

For a Political Treasurer of a new Candidate or Political Committee, the first Campaign Financial Disclosure report will cover from the date the Political Treasurer was certified through the last day of that reporting period. This report will be due on the first due date after certification.

- a) For example: A new Candidate or Political Committee certifies a Political Treasurer on March 1, 2016. Since March 1st falls within the 7 Day Pre-Primary reporting period of January 1 through May 1<sup>st</sup>, the first report would be the 7 Day Pre-Primary report. It would cover from the day the Political Treasurer was certified (March 1, 2016) through the end of the reporting period (May 1, 2016) and would be due on May 10, 2016.

### **I am a Political Treasurer who is replacing a Political Treasurer. What period does my first report cover and when is it due?**

For a Political Treasurer who is replacing a previous Political Treasurer for a Candidate or Political Committee, the first report for the new Political Treasurer covers from the first day of the current reporting period through the last day of the reporting period.

- a) For example: A Candidate or Political Committee replaced their current Political Treasurer by certifying a new Political Treasurer with the County Clerk's Office on June 20, 2016. Since the previous Political Treasurer filed the 30 Day Post-Primary report, the first report for the new Political Treasurer would be the October 10th report, which is the next required report. It would cover from May 28 through September 30. This report would be due on October 11, 2016.

### **I am a Political Treasurer who is continuing my appointment for a non-statewide Candidate or a Political Committee from the last election cycle. What period does my next report cover and when is it due?**

For a Political Treasurer of a non-statewide Candidate or a Political Committee who is continuing his or her appointment from the last election cycle, the first report for this election cycle is the 2015 Annual. It covers from January 1, 2015 through December 31, 2015. This report is due January 31, 2016.

- a) All non-statewide Candidates and Political Committees with either ongoing campaign funds or have debt appearing on their post-election reports are within this category and are required to continue to file Campaign Financial Disclosure Reports.

### **I am a Political Treasurer for a Candidate who was defeated in the Primary Election, do I need to continue to file Campaign Disclosure Reports?**

Yes, any Candidate who was defeated in the Primary Election but showed an unexpended balance of contributions or a campaign debt must continue to file annual reports until there is no unexpended balance of contributions or debt. **NOTE:** Candidates who ran for a statewide office are required to file semi-annual reports.

**Does a Campaign Financial Disclosure Report need to be filed if there have been no contributions or expenditures in the reporting period?**

Yes, a report must be filed with the County Clerk's Office of that fact. The Summary Page of the Campaign Financial Disclosure Report (C-2) is the only page required to be filed. It is the first page of the report. For information on Termination requirements, see page 9.

**What should I do as a Political Treasurer if I am unable to balance a report that is due?**

File the report on a timely basis noting that an amendment will be forthcoming. If you have any questions regarding the completion or balancing of the report, please contact the Elections Division staff of the County Clerk's Office for assistance.

**Note:** The filing of a late report is a violation of the law and the payment of a fine may be required.

**May I receive an extension on the due date to file a report?**

No, the Sunshine Law does not allow the County Clerk to grant extensions on filing deadlines.

- a) If the Political Treasurer is unable to file the report as required, the Candidate or Chairman of the Political Committee may file the report on behalf of the Political Treasurer.
- b) If there are questions by the Political Treasurer for either the Candidate or Committee Chairman regarding the filing of the Campaign Financial Disclosure Report but have not been answered, file the report with a note that an amendment will be forthcoming.

**Note:** The filing of a late report is a violation of the law and the payment of a fine may be required.

**Can computer printouts be used in lieu of C-2 forms?**

Yes, campaign financial records may be kept on the computer and campaign reports may be generated from them. If you plan to use computer generated reports in lieu of C-2 forms, **submit a sample copy to the County Clerk's Office for approval** prior to submitting any such report.

**If I use computer generated printouts, are there any guidelines that I should follow when creating them?**

Yes, below are a few guidelines to assist you in creating acceptable computer generated reports.

- a) Font size must be readable and scannable (i.e. a minimum of 10 point Times New Roman or 10 point Arial).
- b) Use approximately the same format as that on the C-2 forms.
  - i) For any schedule to the C-2, place the data in the same order as it appears on the original form moving from left to right.
- c) Clearly label all data.
  - i) If using Excel, be sure the header row or title of each column prints at the top of each page.
- d) Be sure to have the Calendar Year to Date amount for each contributor.
  - i) The Calendar Year to Date includes the current contribution along with all previous contributions (i.e. Itemized Contributions, Un-itemized Contributions, In-Kind Contributions, and Loans).

**May a Candidate or Political Committee transfer assets for the purpose of earning interest?**

Yes, a Candidate or Political Committee may transfer assets for the purpose of earning interest. However, the amount transferred should not be reported on the campaign report when it is transferred out of or into the campaign account since the money is still considered part of the campaign's assets. The interest earned on the investment must be listed as a contribution from the investment. Any service charge associated with this investment must be reported as an expenditure.

# **Appointment of Political Treasurer**

**C-1**

**CANDIDATE COMPLETING THE  
APPOINTMENT OF POLITICAL TREASURER (C-1) FORM**

**CANDIDATE INFORMATION**

- 1. Check the box to the left of Candidate.**
- 2. In the fields to the right of Candidate:**
  - a) Enter the Name of the Candidate.
  - b) Enter the Candidate's Home Phone Number.
  - c) Enter the Candidate's Work Phone Number.
  - d) Enter the Candidate's Cell Phone Number.
  - e) Enter the title of the Office Sought by the Candidate.
  - f) Enter the District Number of the Office Sought (if applicable).
    - 1) For Statewide Offices, skip this field.
    - 2) For Judicial Offices, only Candidates for District Judge must enter the appropriate District Number.
    - 3) For Senate Offices, enter the appropriate Legislative District Number.
    - 4) For Representative Offices, enter the appropriate Legislative District Number.
  - g) Enter the Candidate's Party affiliation.
  - h) Enter the Candidate's Mailing Address.
    - 1) Include the City, State and Zip Code.
  - i) [Optional] Enter the Candidate's email address.

**CERTIFICATION AND APPOINTMENT**

- 3. In the fields below Certification and Appointment:**
  - a) Print the Name of the Candidate on the line "I, \_\_\_\_\_, do hereby certify..."
  - b) Enter the Name of the Political Treasurer.
  - c) Enter the Political Treasurer's Home Phone Number.
  - d) Enter the Political Treasurer's Work Phone Number.
  - e) Enter the Political Treasurer's Cell Phone Number.
    - 1) Cell Phone Numbers are for office use only and will not be given to the public.
  - f) Enter the Political Treasurer's complete Mailing Address.
    - 1) Include the City, State and Zip Code.
  - g) [Optional] Enter the Political Treasurer's email address.
- 4. The Candidate must sign on the line designated "Signature of Candidate or Committee Chairman" prior to submitting the appointment to the County Clerk's Office.**
- 5. Print the name of the Political Treasurer on the line designated "Name of Political Treasurer."**
- 6. The Political Treasurer must sign on the line designated "Signature of Political Treasurer" prior to submitting the appointment to the County Clerk's Office.**

# APPOINTMENT AND CERTIFICATION OF POLITICAL TREASURER FOR CANDIDATES AND COMMITTEES

(Please print or type)

As required by Section 67-6603(c1), Idaho Code. No contribution shall be received or expenditure made by or on behalf of a candidate or political committee until the candidate or political committee appoints a political treasurer and certifies the name and address of the treasurer to the County Clerk.

Certification is for: (check appropriate box)

**CANDIDATE:** John Doe  
*Name of Political Candidate*  
(208) 888-8888 (208) 888-8801  
*Home Phone* *Work Phone* *Cell Phone*  
County Commissioner 1 New Party  
*Office Sought* *District #* *Party*  
1820 Lucky Lane, Any town, ID 83211  
*Candidate Mailing Address*  
vote for doe@anyisp.com  
*Candidate E-mail Address*

**COMMITTEE:** \_\_\_\_\_  
*Name of Committee*  
 Party \_\_\_\_\_  
*Name of Committee Chairman* *Party Affiliation (if any)*  
 Miscellaneous \_\_\_\_\_  
*Home Phone* *Work Phone* *Cell Phone*  
 Measure \_\_\_\_\_  
*Committee Mailing Address*  
 Candidate/Measure \_\_\_\_\_  
*Chairman E-mail address*

### CERTIFICATION AND APPOINTMENT

I, John Doe, hereby certify and appoint the following individual who is a registered elector of the State of Idaho as the political treasurer for the above named candidate or committee:

**Donna Doe** \_\_\_\_\_  
*Name of Political Treasurer*  
(208) 888-8888 \_\_\_\_\_  
*Home Phone* *Work Phone* *Cell Phone*  
1820 Lucky Lane, Any town, ID 83211  
*Treasurer Mailing Address*  
vote for doe@anyisp.com  
*Treasurer E-mail Address*

**John Doe** \_\_\_\_\_  
*Signature of Candidate of Committee Chairman*

**Return This Form to:**  
**Mary Lou Hansen**  
**Teton County**  
**150 Courthouse Dr. #208**  
**Driggs, ID 83422**  
**Elections@co.teton.id.us**  
**(208)354-8780**  
**(208)354-8410**

I, Donna Doe, hereby accept the appointment as the political treasurer for the above named candidate or committee:

**Donna Doe** \_\_\_\_\_  
Signature of Political Treasurer

**COMMITTEE COMPLETING THE  
APPOINTMENT OF POLITICAL TREASURER (C-1) FORM**

**COMMITTEE INFORMATION**

- 1. Check the box to the left of Committee.**
- 2. Select the box to the right of the type of Committee being formed. The types of Committees are:**
  - a) Party: Committees affiliated with a registered Idaho political party.
  - b) Miscellaneous: Committees that do not fall within any one of the other types of Committees.
  - c) Measure: Committees that are designated to support or oppose Measures.
  - d) Candidate/Measure: Committees that are designated to support or oppose Candidates or Measures.
- 3. In the fields to the right of Committee:**
  - a) Enter the Name of the Committee.
  - b) Enter the Name of the Committee Chairman.
  - c) Enter the Committee's Party Affiliation (if applicable).
  - d) Enter the Committee Chairman's Home Phone Number.
  - e) Enter the Committee Chairman's Work Phone Number.
  - f) Enter the Committee Chairman's Cell Phone Number.
  - g) Enter the Committee's Mailing Address.
    - 1) Include the City, State and Zip Code.
  - h) [Optional] Enter the Committee Chairman's email address.

**CERTIFICATION AND APPOINTMENT**

- 4. In the fields below Certification and Appointment:**
  - a) Print the Name of the Committee Chairman on the line "I, \_\_\_\_\_, do hereby certify..."
  - b) Enter the Name of the Political Treasurer.
  - c) Enter the Political Treasurer's Home Phone Number.
  - d) Enter the Political Treasurer's Work Phone Number.
  - e) Enter the Political Treasurer's Cell Phone Number.
  - f) Enter the Political Treasurer's complete Mailing Address.
    - 1) Include the City, State and Zip Code.
  - g) [Optional] Enter the Political Treasurer's email address.
- 5. The Committee Chairman must sign on the line designated "Signature of Candidate or Committee Chairman" prior to submitting the appointment to the County Clerk's Office.**
- 6. Print the name of the Political Treasurer on the line designated "Name of Political Treasurer."**
- 7. The Political Treasurer must sign on the line designated "Signature of Political Treasurer" prior to submitting the appointment to the County Clerk's Office.**

# APPOINTMENT AND CERTIFICATION OF POLITICAL TREASURER FOR CANDIDATES AND COMMITTEES

(Please print or type)

... pursuant to Section 67-6603(c1), Idaho Code. No contribution shall be received or expenditure made by or on behalf of a candidate or political committee until the candidate or political committee appoints a political treasurer and certifies the name and address of the treasurer to the County Clerk.

Certification is for: (check appropriate box)

**CANDIDATE:**

\_\_\_\_\_  
*Name of Political Candidate*

\_\_\_\_\_  
*Home Phone*                      *Work Phone*                      *Cell Phone*

\_\_\_\_\_  
*Office Sought*                      *District #*                      *Party*

\_\_\_\_\_  
*Candidate Mailing Address*

\_\_\_\_\_  
*Candidate E-mail Address*

**COMMITTEE:**

Citizens for Change Committee  
*Name of Committee*

Party                      James Jones  
*Name of Committee Chairman*                      *Party Affiliation (if any)*

Miscellaneous                      (208) 444-1000                      (208) 444-2322  
*Home Phone*                      *Work Phone*                      *Cell Phone*

Measure                      1800 W. Lincoln St., Any town, ID 83211  
*Committee Mailing Address*

Candidate/Measure                      citizens for change committee@anyisp.com  
*Chairman E-mail address*

### CERTIFICATION AND APPOINTMENT

I, James Jones, hereby certify and appoint the following individual who is a registered elector of the State of Idaho as the political treasurer for the above named candidate or committee:

Mary Jones  
*Name of Political Treasurer*

(208) 444-1000                      (208) 444-2323  
*Home Phone*                      *Work Phone*                      *Cell Phone*

1800 W. Lincoln St., Any town, ID 83211  
*Treasurer Mailing Address*

citizens for change committee@anyisp.com  
*Treasurer E-mail Address*

James Jones  
*Signature of Candidate of Committee Chairman*

**Return This Form to:**  
**Mary Lou Hansen**  
**Teton County**  
**150 Courthouse Dr. #208**  
**Driggs, ID 83422**  
**Elections@co.teton.id.us**  
**(208)354-8780**  
**(208)354-8410**

I, Mary Jones, hereby accept the appointment as the political treasurer for the above named candidate or committee:

Mary Jones  
*Signature of Political Treasurer*

## FILING CAMPAIGN FINANCIAL DISCLOSURE REPORTS

Below is the schedule of reporting periods and due dates for filing Campaign Financial Disclosure Reports for 2015 and 2016. These dates are set pursuant to the provisions of Sections 67-6607 and 67-6608, **Idaho Code**.

**Primary Election - May 17, 2016**  
**General Election - November 8, 2016**

Type of Report .....	Period Report Covers .....	Date Report is Due
Semi-Annual Report (Mid-Year) (non-active statewide Candidates only)	January 1 – June 30, 2015	July 31, 2015
Annual Report (Year End) (Statewide Candidates Only)	July 1 - December 31, 2015	February 1, 2016
Annual (2015)	January 1 – December 31, 2015	February 1, 2016
7 Day Pre-Primary	January 1 – May 1, 2016	May 10, 2016
48 Hour Notice (Primary)	May 2 – May 14, 2016	Within 48 hours after receipt of \$1,000 Contribution or \$1,000 Independent Expenditure
30 Day Post-Primary	May 2 – May 27, 2016	June 16, 2016
Semi-Annual Report (Mid-Year) (non-active statewide Candidates only)	January 1 – June 30, 2016	July 31, 2016
October 10 Pre-General	May 28 - September. 30, 2016	October 11, 2016
7 Day Pre-General	October 1 - October 23, 2016	November 1, 2016
48 Hour Notice (General)	October 24 – November 5, 2016	Within 48 hours after receipt of \$1,000 Contribution or \$1,000 Independent Expenditure
30 Day Post-General	October 24 - November 18, 2016	December 8, 2016
Annual (2016)	November 19 – December 31, 2016	January 31, 2017
Annual Report (Year End) (non active statewide Candidates only)	July 1 - December 31, 2016	January 31, 2017

**IMPORTANT:** Postmarks. The County Clerk will accept the date of a postmark as the date of receipt **except the 7-day Pre-Election reports**, which must be received by no later than 5:00 p.m. on the date the report is due. Reports can be faxed to the County Clerk.

# APPOINTMENT AND CERTIFICATION OF POLITICAL TREASURER FOR CANDIDATES AND COMMITTEES

(Please Print or Type)

Pursuant to Section 67-6603(c1), Idaho Code. No contribution shall be received or expenditure made by or on behalf of a candidate or political committee until the candidate or political committee appoints a political treasurer and certifies the name and address of the treasurer to the County Clerk.

Certification is for: (check appropriate box)

**CANDIDATE:**

\_\_\_\_\_  
*Name of Political Candidate*

\_\_\_\_\_  
*Home Phone                      Work Phone                      Cell Phone*

\_\_\_\_\_  
*Office Sought                      District #                      Party*

\_\_\_\_\_  
*Candidate Mailing Address*

\_\_\_\_\_  
*Candidate E-mail address*

**COMMITTEE:**

\_\_\_\_\_  
*Name of Committee*

Party \_\_\_\_\_  
*Party Affiliation (if any)*

Miscellaneous \_\_\_\_\_  
*Name of Committee Chairman                      Party Affiliation (if any)*

Measure \_\_\_\_\_  
*Home Phone                      Work Phone                      Cell Phone*

Candidate/Measure \_\_\_\_\_  
*Committee Mailing Address*

\_\_\_\_\_  
*Chairman E-mail address*

### CERTIFICATION AND APPOINTMENT

I, \_\_\_\_\_, hereby certify and appoint the following individual who is a registered elector of the State of Idaho as the political treasurer for the above named candidate or committee:

*Name of Candidate or Committee Chairman*

\_\_\_\_\_  
*Name of Political Treasurer*

\_\_\_\_\_  
*Home Phone                      Work Phone                      Cell Phone*

\_\_\_\_\_  
*Treasurer Mailing Address*

\_\_\_\_\_  
*Treasurer E-mail address*

\_\_\_\_\_  
*Signature of Candidate or Committee Chairman*

**Return This Form to:**

**Mary Lou Hansen  
Teton County  
150 Courthouse Dr. #208  
Driggs, ID 83422  
Elections@co.teton.id.us  
(208)354-8780  
Fax (208)354-8410**

I, \_\_\_\_\_, hereby accept the appointment as the political treasurer for the above named candidate or committee:

*Name of Political Treasurer*

\_\_\_\_\_  
*Signature of Political Treasurer*





