



# **Standardized Financial Practices for Committees of the Oklahoma Democratic Party**

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## Why this matters

Standardizing Party operations is the easiest way of making sure we build durable institutional knowledge. The more we share, the more we can build on each other to form a more effective Party. On top of that, less time thinking about daily administrative tasks and procedures means more time out in the field to elect Democrats. Donors like it, too, because they know their contribution can be maximized.

This guide suggests some pretty fundamental changes to how your committee might operate. The goal isn't to tell you how to do your work but to create a system that you only have to learn how to use once, no matter where you're at in the Party. If we all share the same foundation, we can all build on it toward our goals. We can share knowledge, help each other out, and all speak the same language. There's less confusion, less time spent learning the ropes, and we can all feel a little more cohesive.

This is a living document. It does not pretend to be perfect and it will need to be adapted over time. It will need to be added to and changed to reflect the overall efficiencies and best practices it is designed to create. If this guide does its job, it will turn into a comprehensive vault of how to best run the Party's operations, with examples of successes and failures in all corners of daily activity.

At the end of the day - You don't have to be an accountant, campaign finance expert, or administrative professional to get through day to day operations of the Party.

## **Campaign Finance Regulation**

Maybe the most important thing to consider when Democrat-ing is to make sure everything is done in compliance with campaign finance regulations. This might seem like an overbearing, complicated topic that aims to punish over all else, but that's not the case. The primary purpose of campaign finance regulations is to provide boundaries for what you can and can't do to elect folks to office in line with the public's interest. It's not perfect, and it doesn't always accomplish that goal, but remaining in compliance is an important aspect of operations both because it's the law and because these requirements help us be more transparent in our activity.

### **Preface**

This is a guide to help all members of the Oklahoma Democratic Party (ODP) conduct business in compliance with all State and Federal ethics requirements. This is not a legal document, nor should it be considered as legal guidance. This guide pulls from State and Federal resources, laws, and guidelines to compile a summary of requirements in a simpler, more accessible way put together specifically for ODP committees.

For the purpose of this guide, a committee is any organization recognized by ODP as a member of its functioning body. This includes county parties, congressional districts, clubs, federations, and any group recognized by ODP governing documents.

Any questions, concerns, or comments on this guide should be referred to the Oklahoma Democratic Party. Any questions, concerns, or comments on your committee's activities should be referred to the Oklahoma Ethics Commission.

## **Structure Requirements**

Each committee is required to have a Chair, Treasurer (this can be your committee's Vice Chair), and campaign depository at a financial institution that ordinarily conducts business in the State of Oklahoma. The bank account must be established solely for the committee and may not commingle with funds of any other entity.

Officers are responsible for their committee's compliance with all ethics regulations. This includes record keeping requirements, registration, filing, and notifying the OEC of any changes to the committee structure (change in officers, etc) within 10 days of the change.

## **Federal vs. State**

There are different rules, regulations, and reporting requirements for State and Federal election activity. It is important to understand the distinction and avoid any activity that triggers registration requirements. Registration with the FEC is a more complicated and cumbersome process and should be avoided if possible.

## **What Triggers Registration**

### ***State Level (OEC)***

Committees are required to register with the OEC if they engage in any of the following:

- Independent Expenditures
- Electioneering Communication
- Contributions in any amount to any candidate for any state office.  
*These activities are outlined in the Expenditures section.*

Once a committee engages in any of these activities, they must register with the OEC which includes a \$100 registration fee. The committee must then file quarterly reports for the remainder of the calendar year.

### ***Federal Level (FEC)***

Committees are required to register with the FEC if they engage in any of the following activities in connection with a federal campaign (Senate, Congress, etc.) in a calendar year:

- Raise more than \$5,000 in federally designated contributions
- Spend more than \$5,000 on exempt party activities
- Make more than \$1,000 in contributions to campaigns (aggregated)
- Spend more than \$1,000 in other expenditures

Connection with a federal campaign means any activity that supports, opposes, influences, or otherwise targets a federal election. If these activities include both federal and non-federal candidates, only the value of the activity benefitting federal candidates count toward limits.

These thresholds are aggregated and apply to all contributions and expenditures made by the committee during the calendar year. This includes transfers to the ODP Federal account and any other committee that engages in federal activity. All funds raised or spent must comply with FEC regulations. Expenses for federal activity must be spent with funds raised specifically for federal activity. This requires an additional bank account designated for federal activity.

There are expenditure limits for how much a State Party may spend in support of a Federal candidate. The FEC requires that any committee acquire written authorization from the ODP to spend against these limits. Unauthorized expenses are in violation of FEC regulations.

Committees have 10 days to register with the FEC after passing any of these thresholds.

### ***Contributions to Campaigns***

Any expense at the request of or in coordination with a campaign is considered a contribution to the campaign and must be recorded as such by both the candidate and committee. These expenses count toward the \$1,000 contribution limit.

### ***Exempt Party Activities***

Exempt party activities are certain activities that benefit federal candidates but are not considered contributions to the candidate. These include preparing and distributing slate cards (i.e. walk cards) or sample ballots, distribution of campaign materials by volunteers on behalf of a candidate, and voter drives for presidential nominees.

### ***Other Expenditures***

Any money, loans, advances, goods, services, or anything of value given for the purpose of influencing a federal election.

### **What this means for your committee**

For FEC registration thresholds, your committee will likely not exceed these limits to support a federal candidate through daily operations. This includes most general activities such as distributing walk cards, brochures, and other

campaign materials for federal candidates. As a general rule, your committee should keep track of these activities and monitor them to ensure that thresholds are not passed. It is important to note that these activities are aggregated across all federal activity. This means that support for a congressional candidate counts toward the same threshold for support of a senate candidate. Ensuring compliance with the FEC is a complicated and cumbersome process that requires a significant commitment from your committee as well as the ODP as a whole. As a result, precautions should be taken to ensure that your committee does not pass these thresholds and remains in compliance.

For OEC registration thresholds, the chances of your committee engaging in activity that triggers the registration requirement is much higher. However, filing with the OEC is a much simpler process and committees are required to do so only for the remainder of the calendar year in which the activity occurs. Committees should be aware of these registration requirements and consider the additional responsibilities associated with engaging in the activities.

For the purposes of this guide, the remainder of this guide outlines only the State level ethics rules and regulations unless stated otherwise.

If your committee has any questions on what constitutes State or Federal activity, please contact the State Party prior to any action.

### **Making Contributions to Campaigns**

Transferring funds between the committee and State Party does not trigger registration requirements. This means that any committee that wishes to engage in any of the above actions under the State section may do so through the State Party. The State Party then reports the activity to the OEC. For example, if a County Party wants to contribute to a candidate committee, they may transfer funds to the State Party which may then transfer funds to the candidate committee.

If your committee wishes to engage in these actions without registering, please contact the State Party Treasurer.

While a Committee may transfer funds to the State Party to make a contribution to a State candidate, the same cannot be done to make a contribution to a Federal candidate. The regulations allowing a Committee to transfer funds to the State Party to contribute to a State candidate without registering are specifically outlined as permissible activity by the Oklahoma Ethics Commission. The Federal Election Commission does not permit similar

activity to make contributions to Federal candidates. There is no way to bypass this restriction. Doing so would violate Federal Election law by making a contribution in the name of another.

This means that the State Party cannot make contributions to Federal candidates on your Committees behalf to bypass the registration requirement. If your Committee makes contributions to Federal candidates in excess of \$1,000 in a calendar year, the Committee has met the registration requirement with the FEC.

Before making any contribution to a Federal candidate, please contact the ODP Treasurer to ensure compliance with FEC regulation and Federal Election Law.

### **What we can and can't do to support our candidates**

Supporting our candidates is one of the most important things we can do as a Party. In general, the only time we should be cautious when supporting our candidates is when payment is involved. If you have to pay for something that has to do with supporting a candidate, chances are there are limitations, but that doesn't mean we can't do them.

The most important things to watch out for are contributions to campaigns and engaging in electioneering communications or independent expenditures. Please review the section on making disbursements for full details, but the gist of it is that cooperating with a campaign to pay for some type of communication that supports them or opposes their candidate is likely a contribution to their campaign and that gets tricky. As a general rule, always contact the State Party when in doubt. There are many things we can do to enable you to support your candidates and take the burden off your shoulders.

## **Banking**

In recent years, regulation around banking has changed pretty significantly. Accounts now require more documentation to open, and chances are that if your committee's account is older than 2018 you will need to review the documentation they have on file to ensure everything is up to date.

Your committee must have a separate bank account used exclusively for its financial activity. The only deposits should be contributions or refunds that occur in the normal course of business, and the only expenses should be for operating expenses of your committee. There should only be one account for each level of activity, as everything your committee does is reportable to the Ethics Commission (either federal or state). For example, if you have to register with the FEC, you'll need a new bank account for those funds exclusively.

### **Opening an Account**

Different financial institutions have different requirements for opening a bank account. Typically, banks do not see this kind of inquiry often and may not be familiar with the process of opening an account for political committees not registered with the FEC or OEC. Please see the section on standardization of tools to review ODP's recommended bank.

In general, all financial institutions will require:

- Your EIN and documentation
- The Committee's bylaws
- Minutes from the meeting showing the election of officers
- Documentation showing registration with the OEC or FEC.

In most cases, the bank will ask for documentation showing your committee has registered with either the OEC or FEC. This causes some confusion, as not all committees are required to register. We've compiled a document showing legal justification that should allow you to open your account in this situation (see Appendix 4). However some banks won't budge on their requirements. In that case, you may need to seek out a different bank as registering with the Ethics Commissions adds an unnecessary burden.

When you go to your chosen bank to open an account, all signers (most often the Chair and Treasurer) must be present. You should also bring a copy of the above documents as well as the documentation from Appendix 4.

## **Online Banking**

Online banking is a feature likely offered by your bank for free or for a small monthly fee. This is vital to ensure you're keeping up to date with your records in real-time and if you use accounting software like Quickbooks, it's required. The ability to check your current balances, verify checks have cleared, and keep track of contributions received in real time is very important when things pick up in election season.

## **Checks/Debit Card**

Review your committee's bylaws to verify what's required when making a disbursement, but chances are that you will pay for things via check or debit card. It is important to include all officers in the process of paying an expense, as it is the best method to prevent any risk of fraud or accusations of misused funds.

## Accepting Contributions

A contribution is anything of value given to a committee (at any level) and can be either monetary or in-kind.

### Types of Contributions

**Monetary** contributions may be made via card, check, or cash up to \$50 per individual. In-kind contributions may be made by providing a committee with any goods or services without charge and include any commercial discount given to the Committee not publicly available.

**In-kind** contributions are recorded as the value of the good or service provided. Sales of goods are considered contributions. Items donated for fundraisers, such as auction items, are in-kind contributions and must be recorded as well as the amount raised by selling the item.

### Who Can and Can't Contribute

Committees can accept contributions from individuals who are not foreign nationals (individuals with permanent resident status may make contributions). Contributions must be voluntary given and may not be made in the name of another person. Committees may also accept contributions from State PACs and Candidate Committee Surplus Funds (Please contact the Party if you have questions on what this means). Committees may not accept contributions from Corporations or Labor Unions.

### Procedural Requirements

Contributions must be deposited within 10 days of receipt.

### Limits

The contribution limit for a State Political Party is \$10,000 per calendar year. Both monetary and in-kind contributions count toward this limit.

*NOTE: Separate limits exist for the State Party's Federal and Levin accounts. The ODP may accept \$10,000 for the state, federal, and Levin account for a total of \$30,000 per calendar year per person.*

The \$10,000 contribution limit applies to all levels of the State Party. This means that all levels of the Party – County, Congressional, Federation, and otherwise – share the same \$10,000 contribution limit per calendar year.

An individual may host a fundraiser in their home using personal funds up to \$1,000 without requiring the committee to record the expense as an in-kind contribution. This exception may only be applied once a year per individual and applies to all levels of the Committee.

### **What this means for your committee**

Prior to depositing a contribution, your committee should contact the State Party to verify that the contributor has not met their contribution limit for the year. The contribution will be recorded and applied to that contributor's limit, enabling other committees to raise funds from that contributor while ensuring ethics compliance. Contributions of any amount must go through this process.

This procedure ensures that all levels of the State Party are free from ethics violations. If one Party Committee receives a contribution that exceeds the annual limit and does not report it, all subsequent Party Committees are in violation of Ethics regulations and subject to prosecution.

**Example:** *X County Party receives \$1,000 from Jane Doe. The County Party contacts the State Party to inform them of this receipt. The State Party reviews its records, sees that Jane Doe has given \$6,000 this year, and informs the County Party that the funds are permissible and may be deposited. The State Party then records the contribution to reflect that Jane Doe has given \$7,000 this year. X Federation then receives a \$4,000 contribution from Jane Doe. The Federation contacts the State Party to inform them of this receipt. The State Party reviews its records and sees that Jane Doe may only contribute an additional \$3,000 and informs the Federation. The Federation must then NOT deposit the contribution and instead contact Jane Doe to return the contribution. The Federation may then ask Doe to make a \$3,000 contribution. If the Federation receives the new \$3,000 contribution, the Federation MUST repeat the same process to verify that the funds are permissible.*

## **Making Disbursements**

Expenditures are any funds spent or goods and services donated by a committee.

*NOTE: For the purposes of this guide, what is outlined below applies to State activities specifically. See the State vs. Federal section for additional information.*

### **Types of Disbursements**

Committees may spend funds on ordinary and necessary campaign expenses, operating expenses, and for expenses that further the purposes of the committee (determined by reviewing the party's rules, bylaws, charter, or other organic documents). They may also make independent expenditures and expenditures for electioneering communication.

### **Personal Use Prohibition**

Committee funds may not be spent for personal use. This is defined as any use of funds to fulfill a commitment, obligation, or expense of an individual or other person that would exist irrespective of the political party's activities.

### **Contributions to Candidates**

If your committee wants to make a contribution to a campaign, please see the section under Campaign Finance Regulation.

### **Independent Expenditures**

An independent expenditure is any expenditure for communications that expressly advocate the election or defeat of a clearly identified candidate. These expenses must not be made in coordination with a candidate committee. Independent expenditures do not include displaying of yard signs, buttons, bumper stickers, or other displays of support or opposition to a political party or candidate. There are no financial limits on independent expenditures but this activity triggers OEC registration requirements.

### **Electioneering Communication**

An electioneering communication is a single or series of communications that refer to a clearly identified candidate for state office made within 60 days prior to a general election or 30 days prior to a primary or runoff. (*NOTE: This refers to State level candidates. Please see the section on Federal vs. State for additional information.*) These expenses must not be made in coordination

with a candidate committee. To qualify, the communication must be sent by internet, direct mail, radio, television, cable, satellite broadcasting, or appear in a newspaper or magazine. The communication must also be targeted to the relevant electorate (25,000 or more people for statewide office, 2,500 or more for State Representative or District Judge, and 5,000 or more for any other state office). Electioneering communication is not issue advocacy, nor is it anything that falls outside of the above outlined components. There are no financial limits on electioneering communications but this activity triggers OEC registration requirements.

All electioneering communication and independent expenditures must be clearly identified with the following disclosure: “Not authorized by and candidate or campaign committee. Authorized and paid for by [Name, permanent address, and phone number of the Committee]”

If any independent expenditure or electioneering communication is made in coordination with (any sort of communication with the candidate or candidate committee) then it is a contribution to the candidate committee and must be reported. These expenditures count toward the contribution limit of the Party to the candidate committee as well as the thresholds for registration requirements with the OEC.

### **What this means for your committee**

Committees should consider the purpose of each expenditure made, whether it is an independent expenditure or electioneering communication, and if it is a contribution to a candidate committee. If there are any questions or concerns, the committee should contact the State Party prior to making the expense. Committees should consult the State Party before engaging in any activity that may be seen as an independent expenditure or electioneering communication. Committees should also follow all rules, guidelines, and requirements outline in the State Party Constitution and Bylaws as well as their own governing documents.

### **Internal process for making expenditures**

Creating a formal plan for making expenditures is the best way to make sure everything is properly documented and agreed upon. The State Party accomplishes this by holding a weekly finance call to review all current and upcoming bills, account balances, and outstanding payments. All expenses are listed and those to be paid are agreed upon in writing. Your committee may not need to meet weekly, but you should implement some sort of regular process to approve expenses.

## **Accounting & Record Keeping**

### **Ethics Commission Record Keeping Requirements**

Committees should always practice good record keeping for both ethics compliance and transparency. If anything were to happen and the OEC requests information from the committee, thorough records will ensure that the process goes smoothly. If a committee engages in activity that triggers the registration requirement, they will be required to disclose all information on receipts and expenditures to the OEC for that quarter.

All records must be kept for 4 years following the date of the transaction.

### ***Contributions***

For contributions, committees must keep a record of the date of receipt (the OEC considers the date of receipt as the date the contribution was deposited into the bank) and value for all contributions regardless of amount as well as the name, address, occupation, and employer for every contributor regardless of the value of the contribution. Sale of goods are considered contributions and subject to the same requirements.

For in-kind contributions, committees should keep a record of what the item was as well as a receipt of purchase from the contributor if possible.

Anonymous contributions are limited to \$50 in cash per contribution. If a committee does not receive all of the required information at the time of contribution, it is required to use best efforts to obtain that information. The State Party's practice on this is to send a written letter requesting the additional information to the individual in question with an explanation of why it is being requested (typically, the omitted information is the occupation and employer) and to keep that record on file as well as any information received as a result of the letter.

The State Party keeps its records by scanning the deposit slip and all contribution envelopes and checks. This ensures that it is easy to find and review deposits on any bank statement.

### ***Expenditures***

For expenditures, committees must keep a record of the date of expense, value, and purpose of the expenditure as well as the name of the recipient, address, occupation and employer (if the recipient is a business or

organization, occupation and employer are not required). Committees must keep a copy of a receipt or invoice for every expenditure made regardless of value.

The State Party keeps its records by scanning all receipts, archiving emails, and saving any invoices.

### **Electronic Records**

Keeping electronic records is the best method of ensuring everything is safely recorded in one place. Keeping physical records is a headache, and the risk of losing them during transition is higher. Using an online accounting software like Quickbooks allows your committee to attach scans of all contributions and disbursements to the actual record of the deposit or withdrawal. When reviewing the books, having these documents readily available online is far simpler than searching through physical records.

In addition, most software will offer a tool for scanning receipts directly from your phone. Doing so reduces the risk of losing the receipt and makes this process far less stressful.

### **Other Records to Keep**

On top of the above records, you should make sure to keep the following:

- Documentation of your EIN number (See the banking section for how to reobtain if lost)
- Any previous Ethics Commission Statements of Organization
- Monthly bank statements
- Any correspondence with the ethics commission, IRS, or other legal entity

### **Accounting**

When considering your accounting process, keep in mind the following things: You will need to know exactly where your money came from and where it went. Your committee's finances must be readily available to all of your officers, the State Party, and potentially regulatory agencies like the Ethics Commission. It is far easier to maintain balanced books as you go rather than try to reconcile in a panic. Keeping clean books also helps you and future officers budget, plan, and fundraise for your projects.

## ***Categories of Expenses & Contributions***

Rather than listing each individual disbursement (though you should still keep a detailed record of these) on reports, you can categorize these into broader categories to appear as line items on your reports.

Some examples of expense categories:

- Printing of mailers
- Postage for mailers
- Supplies for volunteers
- Office supplies
- Subscriptions to services

Some examples of contribution categories:

- Checks received
- Contributions from ActBlue
- Contributions from events

## ***Reconciliation with Bank Statements***

You should reconcile your books to your actual bank statements monthly. This means reviewing your list of expenses and contributions and matching everything up to make sure you have a complete understanding of what money came in and where it went out. Software like Quickbooks makes this easy, but if you choose not to use it, make sure your method is as easy to use as possible. Reconciling your books once a month is the perfect way to make sure you're keeping track of all required records like receipts or contribution envelopes/checks.

## ***Reporting***

Reporting your financial standing is a key part of making sure your committee is on track for success. It keeps your committee officers up to date, and it's also required by the Party Constitution and Bylaws. While the governing rules of the Party don't list specific requirements, you should make sure you can produce the following information:

- Monthly income, including sources
- Monthly expenses, including categories of where funds went
- Outstanding financial obligations

You should report this information as often as is required by the Constitution and Bylaws, or as often as there is a Central Committee meeting.

## **Budgeting**

Budgeting is an important tool for both keeping records and setting goals. With a budget, you can plan everything from where you'll be spending your funds to how much you need to raise each month to get there. A budget is the foundation of all fundraising plans, and they give you a clear outline on where you stand and where you're going.

Your budget can be as simple as a spreadsheet or built into your accounting software like Quickbooks. Your budget should match the expense and contribution categories outlined you set up, and your reports should show progress toward them. It's important to keep these consistent. If you don't manage to meet your fundraising goals one month, use that as an opportunity to call for more support from your committee members.

## Transition of Officers

Making sure the transition to new officers goes smoothly is a vital part of maintaining the momentum of the Party. This document is to help make that process easier.

### Account & Login Transition

You'll want to make sure you pass along login information for all tools and software you use. For security purposes, the best way to do this is to add the new officer as a new user to the service. You should keep a list of all tools you use and update it as you add new ones. If you're not able to add the new officer as a user, try to update the email address to theirs and pass along the password via secure communication.

Periodically review your list of logins to make sure you have all of them documented in one place.

### Record Updating

When transitioning officers, updating your bank account, tax information, ethics registration, or similar accounts is extremely important. If one officer does not update these things, the following officer won't be able to either. This can create a years-long chain of out-of-date accounts that could have serious consequences.

The key ones to update are the following:

1. Signers on any and all bank accounts  
When your committee changes officers, you must notify the bank to update the names listed on the committee. A copy of the meeting minutes from the meeting when the election was held will be required for this process. Depending on the bank, all previous and new signers on the account may need to be present for the process.
2. Responsible parties on your IRS documentation  
To update the responsible party information, please use an IRS Form 8822-B, which you can find at:  
<https://www.irs.gov/pub/irs-pdf/f8822b.pdf>
3. Ethics Commission officers (if registered)  
This is done online through your Guardian account and is a relatively easy process.
4. User account for any fundraising tools used  
Accounts like your ActBlue, any payment processors, or other tools used to fundraise are very important and need to be

updated to ensure there are no issues down the line that prevent the committee from fundraising.

This list is not extensive and will depend on what your committee currently does and uses. However, these are the core records that your committee should have and need to update.

## **Standardization of Tools**

### **Banking**

The State Party banks with **BancFirst** and has established a long relationship with them. As such, banking with them is simpler than other financial institutions.

Typically a bank will require documentation of registration with the Ethics Commission to open an account. However, not all committees have previously registered or even need to register. The Party has worked to explain this situation and the structure of the Party to allow our subcommittees to open accounts at BancFirst with far less hassle than other banks.

BancFirst also has branches in most major cities in Oklahoma. It is important to bank with an institution that operates in most cities, as future officers might not live in your region and would then have to transition banks on top of everything else.

For more information on how to open an account with BancFirst, please see Appendix 4.

### **Accounting & Budgeting, Accepting Online Contributions**

ODP is currently exploring options for a CRM that accomplishes these tasks as well as manages volunteers, offers emailing services, and more. Once a tool is finalized, we will update this guide.

## Institutional Knowledge FAQ

### **Q: What is a payment processor, like the one referenced by ActBlue?**

A: A payment processor is basically the pass-through that takes donors' credit card information online and sends it to your committee. There are a lot of security protocols needed to ensure credit card information is protected, and the payment processor is the one to take care of most of them.

### **Q: What do we need to worry about with taxes?**

A: The only time you need to worry about taxes are if your committee receives more than \$25,000 in contributions in a year or if you sell something. In the first case, you may need to file a Form 8871 and report to the IRS. This is rare, but you can review this information online here:

<https://www.irs.gov/charities-non-profits/political-organizations/political-organization-filing-and-disclosure>

In the second case, you may need to register with the Oklahoma Tax Commission and report and collect sales tax on all receipts. The Oklahoma Ethics Commission and Oklahoma Tax Commission consider sales by Political Organizations not as contributions in exchange for a free item but as a sale. Please review requirements here:

[https://www.ok.gov/tax/Businesses/Tax\\_Types/Business\\_Sales\\_Tax/](https://www.ok.gov/tax/Businesses/Tax_Types/Business_Sales_Tax/)

## Appendices

### **Appendix 2 - How to obtain an EIN**

To obtain an EIN from the IRS, visit

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online> or by search “IRS EIN

Application.” From there, you will register as a Political Organization (found under the “Additional Types” section). Then choose “Banking Purposes.” From there, you will need to list the Responsible Party. This should be an elected officer and is typically the Chair. When asked for a Form 8871, you will only be required to file one if you expect gross receipts to exceed \$25,000 a year. Once you have finished this application, you will receive an EIN and a form SS-4.

**Keep the form on file, this is an important document.**

If you don't know your EIN or if you have one, you'll need to contact the IRS. You can call (800)829-4933 for assistance. In the event you have to call, however, chances are the responsible party hasn't been kept up to date and you won't be able to pass the security questions for the IRS to give you your EIN. In that event, please contact the State Party.

### **Appendix 3 - How to Open an Account with BancFirst**

The State Party has worked closely with BancFirst to establish the process of opening a bank account. Your committee should call your local branch and explain that you would like to open an account as a subcommittee of the Oklahoma Democratic Party and that you have the proper documentation to do so. More than likely, they won't be familiar with this process, but BancFirst has documentation of this from prior instances. You should bring the required documentation as outlined in the section on opening a bank account, and all signers on the account should be present. In addition, bring the documentation in Appendix 4 and email the State Party Treasurer to let them know you are opening an account. We will then notify BancFirst as well.

## **External Appendices**

### **Appendix 4 - Legal Justification for Opening a New Account**

Please request documentation from the State Party Operations Director.