



OKLAHOMA ETHICS COMMISSION

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LOCAL GOVERNMENT CANDIDATE CAMPAIGN FINANCE REPORTING Counties, Certain Municipalities, Independent School Districts, and Technology Center Districts

I. Quarterly Reporting.

Quarterly reporting is required for everyone who registered, or is required to register, a committee for a candidate before and after the Election Cycle. Reporting during the election cycle will include partial quarter reports and pre-election reports, but will return to quarterly reporting when the election cycle is over.

QUARTERLY REPORTING SCHEDULE		
REPORTS DUE BETWEEN	PERIOD COVERED	TYPE OF REPORT DUE
April 1 – April 30	January 1 – March 31	1 st Quarter Contributions & Expenditures Report
July 1 – July 31	April 1 – June 30	2 nd Quarter Contributions & Expenditures Report
October 1 – October 31	July 1 – September 30	3 rd Quarter Contributions & Expenditures Report
January 1 – January 31	October 1 – December 31	4 th Quarter Contributions & Expenditures Report

II. Election Cycle Reporting.

There may be one, two, or three elections in a cycle. All candidates in the election cycle of a political subdivision follow the same reporting schedule whether or not they are in all or any of the elections.

Pre-Election Reporting. Elections always occur on Tuesdays. Pre-election reporting always occurs during the two weeks before an election and starts on the 2nd Tuesday before the election.

2 types of reports are filed during pre-election reporting. The following pages have examples showing how to calculate the reporting dates.

- 1) **Pre-Election Contributions and Expenditure Reports:** Filed by all candidates whether their name is on the ballot or not.
 - a. **File Reports:** Reports are DUE between the 2nd Tuesday before the election through the following Monday.
 - b. **Report:** All contributions and expenditures *prior to* the 2nd Tuesday before the election not previously reported or required to be reported on a prior report.

- 2) **24 Hour/CRC Reports (Continuing Reports of Contributions).** Filed only by candidates whose name are on that election’s ballot. These reports disclose significant contributions during the two weeks before an election.
 - a. Due during the two weeks before the election *only* when a single contributor has contributed *over* \$1,000 during the final two weeks of the election.
 - i. 1st report is due within 24 hours of the contribution bringing the aggregate total over \$1,000.
 - ii. 2nd and subsequent reports are due within 24 hours of any additional contribution from the same source regardless of value.