

DOCUMENTS REQUIRED FOR CEC AUDIT

LOS ANGELES CITY ETHICS COMMISSION

You will be required to provide auditors with all of the documents listed below for each committee that you control that was active and that was not previously audited by the Commission. Guidelines for organizing your materials appear on the reverse side of this page.

1. All bank documents, such as monthly bank statements and their corresponding debit and credit memos, saving books, etc., for all bank accounts (including saving and investment accounts);
2. Copies of all contributions made by checks, credit cards or electronic transfers through the Internet or by wire, including any aggregation or attribution letters;
3. Copies of all deposit slips (including their corresponding deposit receipts);
- 4.* Copies of all contributor information on file;
5. Cash receipt book(s) for all cash contributions received;
- 6.* All ledgers and journals used, including campaign bank account check register;
7. All canceled checks from the campaign checking account;
8. Invoices, bills, receipts, and vouchers to support expenditures made;
9. Invoices, bills, receipts for payments made by independent contractors or agents to subvendors on the behalf of the committee (e.g. media buys);
10. Documentation of loans received and made by the committee;
11. Documentation of non-monetary contributions (including any valuation letters from contributors);
12. Contracts with independent contractors and/or agents and campaign workers;
13. Required mass mailing and scripts documentation (including sample of each mass mailing, production costs and bulk mailing invoices);
14. Documentation supporting the disposition of campaign assets, such as computers;
15. Rental or lease contracts for equipment and office space; and
16. any other supporting documents or records.

Note: * You should provide Commission auditors with electronic versions of these records if available.

GUIDELINES FOR ORGANIZING YOUR MATERIALS FOR CEC AUDIT

In preparation for your upcoming audit, you should review the record keeping guidelines contained in “*Campaign Disclosure Manual 2*,” produced by the Fair Political Practices Commission.

Audit materials should be organized for each committee by election (primary/general) by separating documents by campaign statement period (i.e. semi-annual, 1st pre-election report, 2nd pre-election report, etc.).

A. Bank Statements and Canceled Checks

- canceled checks should be in sequential order by check number;
- bank statements should be in sequential order by month; and
- credit and debit bank memos should be provided.

B. Contribution Records

- deposit slips should be attached to corresponding deposit receipts and contribution check copies;
- deposit slips and contribution check copies should be in order by date of deposit;
- all credit card contributions and contributions made through the Internet should have copies of supporting documentation, such as contributor cards, transaction lists, credit card slips, etc.;
- credit card contributions and contributions made through the Internet should be grouped according to the amount(s) credited to the committee checking account; and
- “sufficient documentation” to substantiate any response to Electronic Desk Review (EDR) items and any disgorgements of excess contributions that were made, including but not limited to, copies of the contribution checks or other evidence of a contribution, evidence of deposit of the contribution into the Committee’s checking account, and a copy of the Committee’s check returning the contribution with evidence of that check clearing the Committee’s checking account.

C. Expenditure Records

- all related supporting documentation such as invoices or receipts should be attached to the copy of each canceled check or check voucher;
- copies of canceled checks should be maintained, with the attached supporting documents, in sequential order by check number, or in alphabetical order by payee name. The second method is particularly useful if the expenditure records on the campaign statement also appear in alphabetical order;
- copies of the canceled checks or check vouchers and the attached supporting documentation should be organized by month or by the campaign statement period in which the expenditures were made; and
- all credit card receipts for expenditures should be attached to the corresponding credit card statements.

SPECIAL NOTICE REGARDING LOCATION OF AUDIT

If you request a location other than the commission's office for the audit, we will expect that you provide Commission auditors with the following, Monday through Friday from 8:00 a.m. to 5:00 p.m., until the completion of your audit:

- access to the documents listed on page one (1);
- adequate work space for auditor(s); and
- access to a telephone, photocopier and electrical outlet.

If you request to have the audit performed at the Commission's office, you have the option of storing and safe keeping the campaign records at the CEC in advance of the audit start date. Please contact any CEC auditors to make arrangement for the delivery or pick up of the records.