

CHAPTER 7 – AUDITS

The Ethics Commission is required to conduct audits of campaign committees to ensure that campaign activity complies with state and City laws and is accurately disclosed to the public. Any other committees that you controlled during the election cycle will also be audited. Charter § 803(u).

A. PROCESS

Audits are conducted after the election is over and the filing deadline for the first post-election campaign statement has passed. An audit guide will be provided to your committee well in advance of the audit, so that you can familiarize yourself with the audit process. The Ethics Commission auditors will work with you during the audit to help clarify issues and resolve any potential audit findings. A written audit report is published for each committee.

For more information about the audit process, please refer to the [Audit Policy](#) in Appendix 3.

B. YOUR RESPONSIBILITIES

You must maintain detailed accounts, records, bills, and receipts necessary to prepare your campaign statements. Charter § 803(h). It is your responsibility to make sure that you obtain, at a minimum, all of the documentation specified in the "Campaign Filing Checklist" on page 31.

You must retain your campaign documents for at least four years after the related campaign statement is filed. You must also provide your campaign records to the Ethics Commission when asked to do so. Please refer to the "Record Retention List" on page 33 for more information.