TO: LOCAL CANDIDATES, PARTIES, AND LOCAL PACS FROM: CHARLIE SMITHSON, ETHICS BOARD DIRECTOR

SUE MICLLEF, ETHICS BOARD AUDITOR

Re: CAMPAIGN FINANCE ISSUES

The Iowa Ethics and Campaign Disclosure Board administers the campaign laws in Iowa Code chapter 68A.

- 1. The Board's Web site has campaign finance information at http://www.state.ia.us/ethics/. Click on **Campaigns** on the main menu and then select your committee type.
- 2. Contact information: Sue Micllef at (515) 281-4104 or sue.micllef@iowa.gov. Charlie Smithson at (515) 281-3489 or charlie.smithson@iowa.gov.
- 3. A committee is registered by filing a statement of organization (DR-1). The form must be filed within 10 days of receiving contributions, making expenditures, or incurring debts in excess of \$750 (a debt is incurred when an item is ordered). If you are not going to cross the \$750 threshold but want to use the shorter "paid for by" attribution (see #7 below) you can file Form DR-SFA prior to distributing political material.
- 4. Know your campaign report due dates. Once you have filed a DR-1, you must start and continue filing reports until you dissolve your committee. Reports must be timely filed and penalties are assessed for late reports. A report due 5 days or less prior to an election must be received by the Board by 4:30 p.m. Reports may be hand-delivered, mailed, faxed, emailed, or filed electronically via the Internet. Filed reports are available for viewing on the Board's Web site.
- 5. Remember that if an organization gives your committee in excess of \$750 it has separate filing requirements and they should immediately contact the Board for assistance.
- 6. Do not accept contributions from corporations, insurance companies, or financial institutions (NOTE: this prohibition does not apply to ballot issue PACs).
- 7. Put the words "paid for by" and who (name and address) paid for printed political materials (see Iowa Code section 68A.405 and rule 351-4.38). A "paid for by" must be placed even if a committee is not registered (the "paid for by" then includes name and address). If the material is paid for by a registered committee or by the filing of Form DR-SFA, only the name of the committee needs to be part of the "paid for by." Campaign signs and other items are exempt, so read the law and rules carefully.
- 8. Review the campaign laws in Chapter 68A and the Board's rules in 351—in Chapter 4.