

## **GUIDE FOR WHAT TO KEEP FOR YOUR RECORDS**

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### **CONTRIBUTIONS RECEIVED**

- Copies of all contributor checks and deposit slips
- Records of all contributions received online
  - Showing date received, contributor name, amount, occupation, and employer information
- Receipts journal, contributor card file, and/or database supporting the contributions received
- Contributor correspondence
  - Response cards to fundraising events, contribution transmittal letters, correspondence to/from contributions, and any worksheets used in computing the contribution received.
- Fundraising Literature
- Daily lists of contributions received
- Copies of notices sent to contributors who contributed \$5,000 or more in a calendar year

### **NONMONETARY CONTRIBUTIONS**

- Letters from contributors showing the date contributed, the items donated, and the fair market value
- Committee prepared documentation of nonmonetary contributions

### **LOANS RECEIVED**

- Loan agreements, promissory notes
- Copies of loan checks received
- Records of bank transfers
- Records for payments made, such as copies of payment checks or bank transfers
- Records maintained of outstanding balances

### **EXPENDITURES**

- Canceled checks or image of cancelled checks received from banks
- Invoices and receipts
- Credit card statements and charge slips
- Contracts with consultants and vendors
- Original samples of each mass mailing sent out
- Disbursement journal
- Canceled checks written on personal, business or other bank accounts to pay for campaign expenditures
- Journal or other record of personal funds used to pay campaign expenditures

### **CAMPAIGN BANK ACCOUNT AND FILINGS**

- Original bank statements
- Original check register
- Copies of the campaign statements and reports

Note: Some of these records listed may not pertain to your campaign  
See Regulation 18401 for more details