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**Summary of Reporting and Recordkeeping Requirements Pursuant to Attorney General's  
& OCPF's Settlement with State Senator Diane Wilkerson  
August 1, 2008**

Campaign finance reports

- Requires the committee to file monthly campaign finance reports under the depository reporting system that applies to statewide candidates. By contrast, state legislative candidates are required to file only once a year in odd-numbered years and three times in even-numbered election years (once before the primary, once before the general election, and a year-end report).
- Requires the committee to file two supplemental reports of in-kind contributions and outstanding liabilities in election years in addition to the depository reports, one eight days before the primary and the other eight days before the general election.

Campaign expenditures and reimbursements

- Requires OCPF approval for the hiring of the campaign committee's treasurer, and requires that all campaign checks be signed by the treasurer except checks to pay the treasurer.
- Requires Senator Wilkerson and the committee to attempt to obtain a campaign credit or debit card, and requires the submission of monthly card statements to OCPF.
- Requires the campaign to pay vendors by campaign check, credit or debit card unless the vendor refuses such payment or exigent circumstances exist.
- Requires a written work contract to be submitted to OCPF for any campaign employee or consultant paid \$2,000 or more in a year.
- Requires OCPF approval for all campaign reimbursements to individuals, and requires the committee to submit receipts to OCPF within three months of the expenditure for which reimbursement is sought.

Campaign Contributions

- Requires the committee to make at least two copies of all contribution checks and supporting documentation and to submit one set of copies to OCPF.
- Requires the campaign to follow screening procedures to ensure that PAC contributions are legal and that no corporate contributions are accepted.

Record-keeping

- Requires the committee to submit a record-keeping policy for OCPF approval to ensure that campaign records are physically segregated from all other campaign and personal materials and are maintained for six years from the election to which they relate.

- Requires Senator Wilkerson and her campaign to respond to OCPF requests for information within 10 days.

Enforcement

- Allows the Attorney General to bring an immediate court enforcement action upon any violation of the agreement. By contrast, ordinarily under the campaign finance laws, OCPF cannot refer a matter for enforcement until after the election, creating a delay of up to two years.
- Imposes a \$2,000 civil forfeiture for any future violations if the Attorney General obtains a court order requiring compliance with any aspect of the agreement.