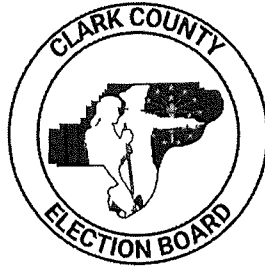


Please Sign In
Fannie Broxon
Angela Murkley

8/18/2025



CCEB
[Handwritten signature]

Agenda
Clark County Election Board
Monday, August 18, 2025
4:45 P.M
Clark County Judicial Center
501 E Court Ave Room 139
Jeffersonville, IN 47130

1) CALL TO ORDER

2) APPROVAL OF MEETING MINUTES

July 21, 2025 →

3-0 Approved

3) NEW BUSINESS

a. Clerk's Office to host Secretary of State Election Study Public Meeting on Sept. 19th

*→ Reviewed by IED
→ and D & Schep Added*

4) OLD BUSINESS

a. Campaign Finance Enforcement Standard Operating Procedures and Checklist. (Edited According to IED Recommendations)

3-0 Approved

b. Campaign Finance Complaint Update

→

5) PUBLIC COMMENT

6) ADJOURNMENT

3-0 Approved



**Indiana Secretary of State Diego Morales
invites you to**

Election Study Public Meeting

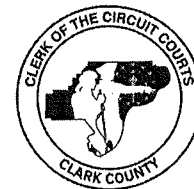
As required by HEA 1633, join us and have your voices heard on the timing of municipal elections and on your support or opposition to vote centers.

Where: Clark County Government Center
Meeting Chambers
300 Corporate Dr. Jeffersonville, IN 47130

When: Friday, September 19th 11:30 a.m. - 1:30 p.m.

Diego Morales
Indiana Secretary of State

Clark County Clerk's Office



Campaign Finance Checklist

Review Sheet for CFA-4

Committee/Candidate Name: _____

1. Summary Sheet

- Yes No Committee Information filled out. (Boxes 1-6)
- Yes No Candidate Information filled out (Boxes 7-10)
- Yes No Type of report filed (e.g., Pre-Election, Annual, Final/Disbanding) (Box 11)
- Yes No Reporting period is correct for report type (Box 12)
- Yes No Beginning balance of reporting period matches previous report's ending balance (Box 13)
- Yes No Box 14 matches previous annual ending balance
- Yes No Contribution and Receipts section filled out and matches all Schedule A forms (Box 15-16)
- Yes No Box 17a Matches all Schedule B totals
- Yes No Box 18 has correct total
- Yes No Report filed by noon on deadline day (check timestamp)
 If not, what day was it filed with the office? _____

2. Contribution Review (Schedule A-1 through A-5)

- Yes No Contributions listed with **full name, address**, and occupation if applicable only.
- Yes No Type of Contribution or other receipt is filled out completely
- Yes No Date Received filled out and within reporting period
- Yes No Contributions received by authorized recipients only (IC 3-9-4-16(a)(4))
- Yes No Subtotal at bottom of pages is correctly added
- Yes No All In-Kind donations are properly listed (Should also be on Schedule B)
- Yes No Schedule A-2 Column B has no contribution over limit (\$2,000.00)
List pages and contributors with errors, attach separate page if needed:

3. Expenditure Review (Schedule B)

- Yes No Expenditures list recipient's name and mailing address with correct expenditure code (C, F, A, O)
- Yes No Type of expenditure and purpose of expenditure filled out
- Yes No All In-Kind donations are properly listed (Should also be on Schedule A)
- Yes No Subtotal at bottom of page is correctly added from column A
- Yes No Date of expenditure listed and within reporting period
List pages and expenditures with errors, attach separate page if needed:

Disclaimer:

This checklist is provided as a reference tool to assist with reviewing campaign finance reports. It does not include all requirements under Indiana law. Users should not rely solely on this checklist to determine full compliance. For complete legal requirements, consult Indiana Code Title 3 and/or guidance from the Indiana Election Division.

4. Debts owed to or by Committee (Schedule D and/or E)

- Yes No If yes, please see additional Checklist.

5. Recommended Action

- No issues; report filed as Complete
- Suspected Defective/Delinquent - refer to County Election Board for further action

Next Election Board Date: _____

Committee Contacted: _____

Staff Notes

Staff Signature _____

Clark County Election Board

 Andrew Steele
 Chairman, Democrat Appointee

 Tony Singleton
 Republican Appointee

 Ryan Lynch
 Board Secretary, County Clerk

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Clark County Clerk's Office

4A. Debts Owed BY Committee (Schedule D)

- Yes No All debts listed, including those from previous reports still unpaid
- Yes No Creditor's full name and mailing address provided
- Yes No Endorser's or vendor's name and address listed if applicable
- Yes No Loan amounts reflect only principal (interest listed on Schedule B)
- Yes No Each credit card transaction listed separately with proper amount
- Yes No Nature of debt described (e.g., loan, promissory note, credit card account)
- Yes No Date debt incurred included and within reporting period
- Yes No Cumulative amount paid year-to-date reported
- Yes No Outstanding balance listed and carried forward if unpaid
- Yes No Subtotals and totals correctly calculated and reported on Item 19 of Summary Sheet

4B. Debts Owed TO Committee (Schedule E)

- Yes No All debts listed, including those from previous reports still unpaid
- Yes No Borrower's full name and mailing address provided
- Yes No Co-signer's name and address listed if applicable
- Yes No Original loan amount listed accurately
- Yes No Nature of debt described (e.g., loan)
- Yes No Date obligation incurred included and within reporting period
- Yes No Cumulative amount paid year-to-date to committee listed
- Yes No Outstanding balance listed and carried forward if unpaid
- Yes No Subtotals and totals correctly calculated and reported on Item 20 of Summary Sheet

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Clark County Clerk's Office

Standard Operating Procedure (SOP): Processing CFA Campaign Finance Reports

1. Report Receipt

- Accept CFA-4 via in-person, mail, or electronic submission.
- Time-stamp the report with the date and time of receipt.

2. Preliminary Review

- Confirm the document is a CFA-4 and determine the report type (Pre-Election, Pre-Primary, Annual, Final/Disbanding).
- Verify all necessary pages are included: Summary Sheet, Schedule A (Contributions), Schedule B (Expenditures) and any other Schedules that are submitted.

3. Detailed Audit

- Assign a staff member to complete the Campaign Finance Audit Checklist.
- Review for completeness and accuracy: correct dates, contribution/expenditure details, reporting period, and balances.
- Cross-verify contributions and expenditures with summary totals.

4. Classification of Report

- If complete and accurate, mark as "No issues; report filed Complete ' on Campaign Finance Checklist. Log and file report and checklist both physically and digitally.
- If suspected to be defective, mark as "Suspected Defective/Delinquent" on the checklist and submit to the Election Board with notes.
 - If suspected to be defective or delinquent, at least 5 days before the meeting, staff will notify the Committee of the alleged defect and inform them of when the Election Board will review their report giving them the chance to speak on the matter.

5. Election Board

- The Board will be given all CFA's that were suspected defective/delinquent by the Clerk's Office Audit sheet to review including the audit checklist
- The board can then vote to declare the forms delinquent or defective and notify the committee.
 - A committee with a delinquent report is required by law to be notified within 30 days of the original due date of the report. (IC 3-9-4-14)
- If willful or fraudulent behavior is suspected, the board may refer the matter to the county prosecutor under IC 3-14-1-13 or IC 3-14-5-3.

Clark County Clerk's Office

Standard Operating Procedure (SOP): Processing CFA Campaign Finance Reports

6. Post-Meeting Action

- If board votes delinquent, send written notice of the board decision to the committee notifying them that they must submit a completed form immediately upon receiving the notice and explain they are subject to fines of \$50 a day up to \$1,000 starting the day the form was required to be submitted.
- If board votes defective, send written notice of the board decision to the committee notifying them that they must submit a corrected form within 5 days of them receiving the notice and explain that if they do not submit a corrected form within those 5 days, they will be subject to fines of \$10 a day up to \$100.
- Update internal records to reflect decision and archive all documents.
- Deposit any civil penalties into the county campaign finance enforcement fund (if applicable).

7. Ongoing Public Reporting

- Maintain and update the list of delinquent or defective filers for public inspection.