



## **Raising & Spending Money**

### **Officer's Support**

We have all heard the old adage that “money is the mother’s milk of politics.” Without money the Party is crippled. As in any non-profit organization, those who serve as elected officers generally provide, or help raise, some kind of monetary support. The Republican National Committee does not fund us. Our Republican Party of Hawaii officers, members and delegates are asked to become sustaining donors, a monthly debit authorization from either a credit card or bank account. The absolutely tight-budgeted officer will often make up for no contributions by recruiting others as monthly donors or getting someone else to sponsor him or her. Sustaining donations make it easier to plan, and allow additional fund raising to be more effective. When sustaining members fund recurring expenses then fundraising events and newly solicited donations can go to candidates and other outreach activities.

When elected party officers become sustaining donors it inspires others to make the same commitment.

### **Party Committee Fundraising**

Complex State and Federal laws govern all funds raised and spent by political parties. Our Party’s reports are publicly posted on Federal and State Campaign Spending Commissions websites.

The key thing to remember is that all money raised is accounted for as to its source and is promptly deposited in one State Party bank account, in care of the Treasurer at Republican Party of Hawaii headquarters. In this way our legal reporting requirements can be assuredly done correctly. The State Treasurer keeps a ledger balance for your County Committee, and the County Treasurer will separately keep a ledger balance, if any, for Districts that have raised money for their own operations. A precinct’s funds, if for their operations only, would be tracked as a ledger balance by the District Treasurer.

Cash is not to be raised in informal calabash or ‘pass the hat’ collections. State rules make it not worth the trouble. Keep a 3-part receipt book and use it for every cash or check donation. Always complete an HRP Donation form and ensure the name, address, employer name, and occupation, for every contribution is recorded. Then submit to the State Treasurer within three working days with a copy of the donation form provided to your County Treasurer. If any cash of unknown source comes in the Treasurer by law has to turn it over to the State of Hawaii.

In kind donations like food, drinks, paper products, etc., shall be recorded on an In-Kind donation form and similarly provide to the State and County Treasurer.

If money raised is designated by the donor for a specific committee (county, district or precinct), annotate the donation form accordingly.

## **Spending Money on Party Activities**

To expend money the simplest way is by fronting the purchase and getting reimbursed. If the expense is for Party purposes, authorized by the State or County Treasurer, and does not exceed the available balance in the Precinct/District/County ledger, and an original receipt is provided, the State Treasurer will issue a reimbursement. The Reimbursement Form should include the purpose, who authorized it, and for which District, Precinct or County. Anything purchased but not eligible to be reimbursed is accounted for as an in-kind donation.

Any procedures set by the State Treasurer must be strictly followed as all our handling of money is reported as a matter of public record.

Check with the County or State Treasurer, and your County Chair, for specific guidance before you start planning or take any definite action on any fundraising event or similar activity.

You do not need to get a special advisory for occasional donations, normal meetings, social events, or door to door canvassing, so long as you stick to the process of keeping track of each donor per the rules above.