



Financial Resources and Guidelines

This document has been developed to give district and precinct leadership a *general understanding* of the financial issues that may impact their activities. (For questions regarding information provided here please contact the State Party Treasurer or your respective County Treasurer.)

State and County Treasurers' Contact information:

Democratic Party of Hawai'i:

Tambry R. Young – State Party Treasurer

808.271.7833 | tambry@hawaiidemocrats.org | 627 South Street #105, Honolulu, HI 96813.

County Treasurers:

Hawai'i County Democrats: Valerie Barnes – Hawai'i County Treasurer

814.360.3493 | dpval@gmail.com | PO Box 198900 # 27 Hāwī, HI 96719

Kaua'i County Democrats: Loyd Clayton – Kaua'i County Treasurer

808.335.0330 | loyd.clayton@kauaidemocrats.org or claybu@gmail.com

O'ahu County Democrats: Raphael Leonard – O'ahu County Treasurer

808.398.4877 | raphael@oahudemocrats.org | PO Box 1793, Honolulu, HI 96806

Maui County Democrats: Charlie Quesnel – Maui County Treasurer

808.280.6627 | charlieq@hawaii.rr.com | PO Box 1182. Kula, HI 96790

Financial Resources (for informational purposes):

- Democratic Party of Hawai'i By-laws and Constitution
 - <https://hawaiidemocrats.org/about-2/constitution-bylaws/>
- County Specific By-laws
 - Hawai'i County Democrats:
 - <http://www.hawaiicountydemocrats.org/committee.html>
 - Kaua'i County Democrats:
 - <http://www.kauaidemocrats.org/>
 - O'ahu County Democrats:
 - <https://www.oahudemocrats.org/>
 - Maui County Democrats:
 - http://mauidemocrats.org/wp/?page_id=63
- State of Hawai'i Campaign Spending Commission
 - <http://ags.hawaii.gov/campaign/>

District and Precinct Financial Guidelines

IMPORTANT NOTICE:

- NO BANK ACCOUNTS SHOULD BE OPENED AT THE DISTRICT OR PRECINCT LEVEL
- ALL DISTRICT OR PRECINCT FUNDS SHOULD BE KEPT WITHIN THEIR RESPECTIVE COUNTY TREASURIES
- COUNTY TREASURER WILL HAVE A DESIGNATED LINE ITEM SHOWING THE DISTRICT OR PRECINCT ALLOCATED FUND ACCOUNT

District and Precinct Fundraising

The following points must be considered when fundraising at the county level:

1. Each District or Precinct should have an elected or appointed treasurer that will work with the county treasurer.
2. Ensure that the fundraising activity is appropriate for a Democratic Party sponsored event.
3. Have a clearly defined objective and process for the fundraising activity.
4. Designate an individual who will be responsible for the fiscal management of the activity (if it is not the District or Precinct Treasurer).
5. A budget for each fundraising activity should be developed which should include projected revenue and expenses.
6. After the activity, a final report should be produced that shows the projected and actual revenue and expenses generated for the activity.

General Donation Guidelines

The following information is related to the collection and disbursement of funds held with the County Treasurer for the individual districts or precincts:

1. Cash, Check or Credit Card donations are acceptable
2. The following information must be collected for each donation received:
 - a. Donor's Full Name
 - b. Address
 - c. Occupation
 - d. Employer
3. Donation collections should be tied to an event (such as a district or precinct meeting, fundraising event *i.e.* stew and rice event, community service event etc.)
4. Each respective treasurer should have an accounting system in place to keep track of the funds raised, expended, and turned over to the county
5. Funds collected should be secured until turned over to the County Treasurer
6. A receipt should be requested when funds are turned over to the County Treasurer
7. When requesting funds for district or precinct expenses or reimbursement, all related receipts, invoices, purchase orders, or other documentation related to the disbursement should be presented to County Treasurer.
8. Funds and documentation should be turned over to the County Treasurer no later than 2 weeks after collection of funds or conclusion of the event

Types of Donations

The following information relates to several types of donations and limits associated with that type of donation (please note that proper accounting practice must be maintained when collecting donations of any kind):

1. Cash donation
 - a. An individual can donate up to \$100.00 in cash per calendar year
 - i. Appropriate information must accompany the donation
 - b. Calabash donations can generate up to \$100.00 per calabash collection
 - i. Collection must be associated with a specific event and information for the event must be provided when turning in the collection to the County Treasurer for deposit
2. Check donations
 - a. All appropriate information must be collected when receiving a check donation and must be turned in to the County Treasurer with the donations
 - b. An individual can give up to \$10,000 per calendar year in donations
3. Charge Card donations
 - a. All appropriate information must be collected when receiving a credit card donation and must be turned in to the County Treasurer
 - b. Event-related credit card donations should be set up to be deposited directly into the county bank account
 - c. A copy of records for all credit card donations should also be kept on file with the District or Precinct Treasurer
4. In-kind donations
 - a. In-kind donations are for goods and or services received from an individual or entity for a district or precinct event.
 - b. An example of an in-kind donation would be the free use of a meeting space (that normally has a cost associated with it) or a gift basket donated for a fundraising event
 - c. A letter containing the value, name, and address of the individual or entity providing the goods and/or services should be collected for all in-kind donations
 - d. Information should be provided to County Treasurer for reporting purposes.