Resolution on Strengthening Financial Accountability and Record-Keeping in the OKGOP

WHEREAS, the Oklahoma Republican Party (OKGOP) has a fiduciary duty to safeguard funds and ensure transparent, accurate, and accountable financial practices; and

WHEREAS, consistent record-keeping and well-defined financial policies protect the Party from mismanagement, strengthen public trust, and provide continuity for future administrations; and

WHEREAS, the adoption of clear policies regarding electronic financial records, credit card usage, reimbursement, and succession in the Treasurer's office will strengthen the long-term stability and credibility of the Party;

THEREFORE, BE IT RESOLVED by the Oklahoma Republican Party that the following policies shall be adopted and maintained:

1. **Electronic Records & Reporting**
    a. All income and expenses reported to the FEC through RedCurve shall include an electronic attachment proving the expense or income.
    b. All such records shall also be entered into QuickBooks including the electronic attachment proving the expense or income, saved as hard copies at the State Party Office not to be removed, and stored on the official OKGOP digital drive.
2. **Credit Card Policy**
    a. Party credit cards shall only be used for official OKGOP expenses that support our mission.
    b. Personal purchases, cash advances, or any unauthorized use are strictly prohibited.
    c. Lost or stolen cards must be reported immediately, and all cardholders must remain within their approved spending limits. If an expense's permissibility is unclear, the Treasurer or State Chair must be consulted prior to purchase.
    d. **Receipts:** Original itemized receipts—or detailed photos/scans—must be retained for all purchases, regardless of amount. For meals or travel, the business purpose and participants must also be documented. If a receipt is lost, a Missing Receipt Form must be completed.
    e. **Statements & Review:** All receipts must be compared to the monthly credit card statement, attached to the provided credit card report, and submitted to the Treasurer within 10 days of the statement date. The Treasurer shall review all statements monthly to ensure accuracy and prevent misuse.
    f. **Consequences:** Unauthorized purchases or failure to provide proper documentation may result in the cardholder assuming personal responsibility for those costs and fees. Repeated violations shall result in revocation of credit card privileges.
3. **Reimbursement & Expense Approval:** All expense reports must include full receipts and be approved by the State Chair prior to reimbursement.
4. **Future Accountability:** These financial accountability and record-keeping policies shall remain in effect for all future administrations to ensure consistent and transparent stewardship of Party resources.

BE IT FURTHER RESOLVED, that this resolution be entered into the permanent records of the Oklahoma Republican Party.