

SCOPE OF SERVICES

Verify the accuracy of starting and ending balances on financial reports.

Track submission deadlines for required filings.

Proactively follow up on late or missing reports to maintain compliance.

Confirm that all contributions comply with codified limits.

Identify and address any instances where limits may have been exceeded.

Ensure contributions are received from eligible donors.

Perform periodic checks to validate the accuracy of reported donations.

Document discrepancies and ensure corrective action is taken.

Review independent contributions received and related committee requirements; follow up as needed.

Confirm that all contributions and financial activities align with City code requirements.

Ensure revised reports are filed when errors or inconsistencies are found.

Work directly with Candidates and Committees to address compliance concerns.

Report unresolved or recurring compliance issues to City Clerk staff.

Assist in providing necessary documentation for potential enforcement actions