

Funds of the Precincts

(see also Dollars Drive)

Duties of the Precinct Chairperson – The [Precinct] Chairperson shall be the Chief Executive Office of the Precinct. The Chairperson shall be responsible for the organization and administration of precinct affairs and activities and shall be specifically responsible for the following:

...

- (7) Supervising the expending of precinct funds for expenses in fulfillment of the duties and responsibilities of the office.

Rules Governing Qualifications, Elections and Meetings of Democratic Precinct Officials of Montgomery County, Maryland, section C(2)(a)(7)

Treasurer – The Treasurer of the precinct shall be the custodian of precinct funds, shall maintain a precinct bank account and shall make such financial reports as may be required by the Precinct Chairperson. The Treasurer shall also make an annual report to the Democratic Central Committee and such other reports as required by the Central Committee through the Precinct Chairperson. Financial records of the precinct shall be permanent records and shall be transferred to successors in office under the supervision of the Precinct Chairperson, the Area Coordinator, and the Democratic Central Committee.

Rules Governing Qualifications, Elections and Meetings of Democratic Precinct Officials of Montgomery County, Maryland, section C(2)(f)

3. Records.

When new precinct officials take office, all precinct records, including financial records, shall be transferred to the new officials.

Rules Governing Qualifications, Elections and Meetings of Democratic Precinct Officials of Montgomery County, Maryland, section C(3)

4. Precinct Operations Account

The precinct officials of each state senatorial district will meet at least once each year and elect one of their members to serve as a member of the Precinct Operations Account Audit Committee. Each precinct will have an entry in the Precinct Operations Account. The Montgomery County Democratic Central Committee will maintain all account records and file all legally required reports. The Precinct Operations Account Audit Committee will have access to all records concerning the Operations Account. Money in each precinct's entry in the Precinct Operations Account may be spent only for: (1) education and communication with voters in the precinct; (2) the precinct's fund raising for the Montgomery County Democratic Party; (3) support of Democratic candidates in General Elections; or (4) events sponsored by the Montgomery County Democratic Central Committee. All expenses must be documented by a written receipt and expenditure approved by the Precinct Chairperson (in writing) and submitted to the Treasurer of the Central Committee. No person may incur debt on behalf of the Central

Committee without the approval of the Central Committee (or by approval of officials authorized by the Central Committee). A reserve of the lesser of

- (1) \$5,000; or
- (2) the total of all the entries in the Precinct Operations Account

will be maintained by the Central Committee to pay all of the expenditures authorized by this subsection.

Rules Governing Qualifications, Elections and Meetings of Democratic Precinct Officials
of Montgomery County, Maryland, section C(4)

When an existing precinct is divided to form two or more precincts, the amount of money in the precinct treasury shall be divided among the new precincts in proportion to the number of registered Democrats in each, subject to an appeal by any precinct involved to the Central Committee for a different percentage allocation based on unusual circumstances. The same procedures shall be followed if three or more new precincts are created from two or more precincts.

Adopted by the Montgomery County Democratic Central Committee, January 25, 1978¹

A voucher system will be used by Precinct Officials for withdrawal from the Precinct Trust Fund².

Adopted by the Montgomery County Democratic Central Committee, April 12, 1989

Separate bank accounts for the precinct trust fund moneys should be discontinued and the funds transferred to the appropriate Federal or Non-Federal bank account. The name "Precinct Trust Fund" should be dropped and book entries only be maintained of precinct accounts. These accounts will be called "Precinct Operations Accounts".

Adopted by the Montgomery County Democratic Central Committee, February 7, 1995
Adopted by the Montgomery County Democratic Precinct Organization, March 13, 1995

- (1) It is the policy of the Central Committee to encourage precincts to hold fundraisers, particularly when several precincts in the same area hold them jointly.
- (2) If one or more precincts request more money than they have in their entry in the Precinct Operations Account, and they request the money for the purpose of doing fundraising, the Chair and Treasurer of the Central Committee may jointly approve the loan of the funds provided that the request is made in writing by the Chair(s) of the precincts requesting the loan and includes a detailed description of the fundraising activity.

¹ This superseded the policy adopted by the Montgomery County Democratic Central Committee, March 11, 1970, which provided that "the treasury of a split precinct be divided equally between the two new precincts if both Chairmen agree this is an equitable measure, or that the treasury be divided on a formula of the number of registered Democrats in the two new precincts if this is thought more equitable by the two Chairmen."

² The Precinct Trust Fund was renamed the Precinct Operations Accounts by the Central Committee (February 7, 1995), with the concurrence of the Precinct Organization (March 13, 1995).

- (3) Before approving a loan, the Chair and the Treasurer of the Central Committee must have a reasonable expectation that the fundraising activity will show a profit.
- (4) All expenses that the loan is used for must be documented by a written receipt and expenditure approved by the appropriate Precinct Chair (in writing) and submitted to the Treasurer of the Central Committee.
- (5) The total amount of funds loaned to precincts may not exceed 20% of the total of the Precinct Operations Account. The Treasurer will provide the Central Committee with a monthly written report listing all outstanding loans and their status. No loans may be forgiven without the approval of the Central Committee.
- (6) This policy supersedes the policy on loans to precincts adopted by the Central Committee on August 27, 1975³.

Policy on Providing Seed Money to Precincts,
Adopted by the Montgomery County Democratic Central Committee, April 11, 2001

The Treasurer of the Central Committee (with the assistance of the Assistant Treasurer of the Central Committee) will compile an annual Dollars Drive accounting report that will be presented to the Central Committee at its regular August meeting. The annual report will indicate how much money (net) was raised by each precinct in the Dollars Drive, how much money was allocated to each precinct as a result of the money that they raised in the Dollars Drive, and how much money is in each precinct's account in the Precinct Operations Account (formerly the Precinct Trust Fund). The report will also indicate which precinct raised the largest amount of money (net) in the Dollars Drive and which precinct raised the largest amount of money (net) per registered Democratic voter in the Dollars Drive.

Dollars Drive Accounting Policy, § 2,
adopted by the Montgomery County Democratic Central Committee, March 11, 2003

³ The policy of August 27, 1975 provided that "Loans of up to \$50, subject to the approval of the Party Chairperson or his designee, are authorized to those precinct[s] which make written requests for money to carry out precinct activities. Money will be repaid out of Dollars Drive receipts."