



STATE OF CALIFORNIA  
FAIR POLITICAL PRACTICES COMMISSION

## Local Candidate/Committee Checklist

### **File Form 501 (Candidate Intention)**

You must file [Form 501](#) before soliciting, raising or spending any money in connection with your election. The only exception to this requirement is if you use personal funds to pay a filing fee or ballot statement fee.

### Candidates Raising and Spending Less than \$2,000

### **File Form 470 (Officeholder and Candidate Campaign Statement Short Form)**

The [Form 470](#) is filed by candidates who do not have a controlled committee and do not anticipate receiving or spending \$2,000 or more, including personal funds, in a calendar year. These candidates generally do not file a Form 410 or other campaign statements or reports related to their campaign unless they receive or anticipate receiving or spending \$2,000 or more.

### Candidates Raising \$2,000 or More

### **File Form 410 (Statement of Organization)**

Once you receive or spend \$2,000 or more in a calendar year, you must file a [Form 410](#) as a recipient committee within 10 days of qualifying. File the original and one copy of the [Form 410](#) with the Secretary of State and a copy with your local filing officer. The Secretary of State's address is on the [Form 410](#).

### **Open a Campaign Bank Account**

All monetary contributions (including all personal funds you use for your campaign) must be deposited in the campaign bank account before being spent. **Never** deposit campaign contributions in your personal bank account.

### **Committee Treasurer**

The Act requires that every committee appoint a treasurer. The individual listed on the most recent [Form 410](#) with the Secretary of State continues to be legally responsible until an amendment is filed to designate a new treasurer. Please note a candidate may act as his or her own treasurer.

### **File Campaign Statements**

You must file campaign statements ([Form 460](#)) disclosing the committee's activity during a specified period. Please access the Commission's [filing schedules](#) to find the schedule that applies to you/your election. Committees are required to file campaign statements as well as other reports including semi-annual campaign statements until the committee terminates.

### **24 Hour Reports**

Within 90 days before the election, including the date of the election, if a committee receives a contribution(s) of \$1,000 or more from a single source, including loans from the candidate, the [Form 497](#) must be filed within 24 hours.

### **Local Campaign Contribution Limits**

Make sure you are aware of any local contribution limits before accepting contributions.

### **After the Election**

Following the election, your duty to file campaign statements continues until your committee terminates. In order to terminate, you must file a [Form 460](#) with your local filing officer reporting a zero balance **AND** a [Form 410](#) indicating the termination with the Secretary of State's Office and a copy with your local filing officer.



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## Additional Resources and Helpful Links

- [FPPC Campaign Manual 2 for Local Candidates and their Controlled Committees](#)
- [FPPC Campaign Forms](#)
- [FPPC Filing Schedules](#)
- [FPPC Fact Sheet on Terminating Your Committee](#)
- [FPPC Political Advertisement Disclaimers for Candidate Committees for their own Election](#)
- [FPPC Frequently Asked Questions on Campaign Activity](#)
- [Local Campaign Ordinances](#)

## Have Further Questions?

Feel free to contact us by email at [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov) or by phone at 1-800-ASK-FPPC. Please note that our advice phone hours are 9:00 am – 11:30 am, Monday through Thursday.