



FAIR POLITICAL PRACTICES COMMISSION Municipal Campaign Disclosure Requirements

Municipal Campaign Finance in California is regulated by the Political Reform Act, which established the Fair Political Practices Commission (FPPC). Their mission is to promote the integrity of state and local government in California through fair, impartial interpretation and enforcement of political campaign, lobbying and conflict of interest laws.

There are a number of campaign disclosure requirements that pertain to Municipal Elections. All forms are published and maintained by the FPPC – you can visit and download blank forms (PDF Fillable) as well as find more information on how to complete them. If you have questions, you can always reach out directly to the FPPC by emailing advice@fppc.ca.gov or calling 1-866-ASK FPPC (1-866-275-3772).

The FPPC also offers regular training workshops and webinars on campaign disclosures for candidates and treasurers. You can visit their website here to find the latest sessions: <https://www.fppc.ca.gov/learn/training-and-outreach/candidates-treasurers-committees.html>

Important Reminders to Consider:

- If any monetary contributions will be received from others, a separate campaign bank account must be established.
- Never co-mingle personal and campaign funds.
- ***Before receiving contributions or making expenditures***, a candidate **must** file a Form 501 with the Deputy City Clerk.

ALL CANDIDATES NEED TO FILE FORM 501 AND FORM 700 TO RUN FOR OFFICE.

In addition to the Form 501 and Form 700 required for all candidates, forms are sorted by (1) candidates anticipating spending **less than** \$2,000, and (2) candidates anticipating spending **more than** \$2,000.

Candidates anticipating raising **more than** \$2,000:

- Form 410
- Form 460
- Form 497 (as applicable for contributions greater than \$1,000)

Candidates anticipating raising **less than** \$2,000:

- Form 470

A guide to each of the FPPC campaign disclosure forms follows.

Fair Political Practices Commission (FPPC) Campaign Form Overview

Form	Name	Applies	When
410	Statement of Organization	<p>Candidates, persons, organizations, groups, or other entities that raise contributions or spend their own funds totaling \$2,000 or more in a calendar year to spend on California election must register with the Secretary of State and report all receipts and expenditures.</p> <p>“Contributions” include monetary payments, loans and non-monetary goods and services received or made for a political purpose.</p>	<p>File this form within 10 days of receiving \$2,000 in contributions. Include a \$50 payment made payable to the Secretary of State. Thereafter, the \$50 fee is due annually no later than January 15. In addition to the \$50 fee, a penalty of \$150 may be assessed if payment is late.</p> <p>For early submissions, mark the “not yet qualified” box.</p>
460	Recipient Committee Campaign Statement	<p>If a candidate or committee has raised/will raise or has spent/will spend \$2,000 or more during a calendar year in connection with election to office or holding office. Also required if \$2,000 or more will be raised or spent during the calendar year at the direction of the officeholder or candidate.</p>	<p>Semi-annual and pre-election:</p> <p>1st Filing Period September 25-29, 2022</p> <p>2nd Filing Period: October 23-27, 2022</p>
470	Officeholder and Candidate Campaign Statement Short Form	<p>If a candidate does not have a committee and does not anticipate raising or spending \$2,000 in a calendar year.</p>	<p>Deadline for filing the 1st pre-election statement: September 29, 2022</p>
497	24-Hour/10-day Contribution Form	<p>If a committee receives a contribution of \$1,000 or more from a single source within 90 days of an election: August 10, 2022 through February 6, 2023</p>	<p>Must be filed within 24 hours of qualifying contribution</p>
501	*REQUIRED-ALL CANDIDATES* Candidate Intention Statement	<p>A candidate for state or local office must file this form for each election, including reelection to the same office.</p>	<p>Before a candidate solicits or receives any contributions or before a candidate make expenditures from personal funds on behalf of their candidacy.</p>
700	*REQUIRED-ALL CANDIDATES* Statement of Economic Interests	<p>To every candidate and elected official in the city.</p> <p>Required Candidate Disclosures:</p> <ul style="list-style-type: none"> • Investments • Business Entities/Trusts • Real Property • Income Source(s) • Gift(s) • Travel Payments 	<p>Candidates: Pre-election by August 12, 2022</p> <p>Elected Officials: Annually by April 1</p>