

## FREQUENTLY ASKED QUESTIONS ABOUT CAMPAIGN DISCLOSURE

**Q: May the candidate be designated treasurer of his committee?**

A: Yes. A candidate may be designated as his or her own committee treasurer.

**Q: How does a committee terminate its filing obligation?**

A: For several years, the FPPC received comments from candidates and filing officials that the termination filing procedures were confusing. After trying several solutions, in 1999, the State simplified the procedures by adding a "termination" box on the Form 410. Candidates and officeholders must simply file a Form 410 Termination to report closure of their bank account and terminate their filing obligations as a candidate or officeholder.

**Q: What happens if I forget to sign a campaign disclosure statement?**

A: An unsigned campaign statement is not considered filed. Be sure to sign all statements to ensure that no late filing fees are incurred.

**Q: If I realize that a mistake has been made on a signed campaign disclosure statement that has already been submitted to the City Clerk, can I get it back and make the correction?**

A: No. Once the filing officer has date-stamped a campaign statement, it is considered to be filed. Any changes to the statement must be made by completing an amendment to the campaign statement.

**Q: What if I file a Short Form 470 and subsequently receive contribution or make expenditures totaling \$1,000 or more?**

A: A candidate who files a Form 470 and subsequently receives or expends \$1,000 or more, must send notice to the Secretary of State, the local filing officer (City Clerk), and to all other candidates for the same office. The notice must be sent within 48 hours by telegram, guaranteed overnight delivery, personal delivery or facsimile transmission. A list of candidates will be mailed to all candidates after the nomination period closes.

**Q: What is an "independent expenditure?"**

A: An independent expenditure means an expenditure made by any person in connection with a communication which expressly advocates the election or defeat of a clearly identified candidate or the qualification, passage, or defeat of a clearly identified measure, not made at the behest of the affected candidate or committee.

**Q: Can I establish my campaign bank account in another city or county?**

A: Candidates and ballot measure committees must set up campaign bank accounts at a financial institution within the State of California.

**Q: How are unexpended campaign funds disbursed after the election?**

A: A controlled candidate election committee must specify how surplus funds will be spent. Once the campaign funds become surplus, they may not be used for a future election. Campaign funds become surplus at the end of the semi-annual period following the defeat of a candidate (i.e., June 30 or December 31), or when an officeholder leaves office, whichever is later. To use funds for a future election to the same office redesignate the funds for that election before they become surplus. To use funds for a different office, open a new bank account for that office and transfer the funds to the account before they become surplus.

There are other restrictions on the types of expenditures that can be made from surplus funds. For example, you may make charitable donations, but not contributions to other candidates and committees. Refer to the FPPC [Information Manual on Campaign Disclosure](#) (Manual 2) for detailed information.

**Q: How long should campaign disclosure records be retained?**

A: The campaign treasurer is required to retain all campaign reporting statements and all other records for a period of four years after the election.