

# CANDIDATES: Important Things To Remember Regarding Campaign Financial Disclosure

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## 1. BE INFORMED

Visit the FPPC website for a wealth of information: [www.fppc.ca.gov](http://www.fppc.ca.gov). Study the FPPC Campaign Disclosure Manual 2 - Information for Local Candidates, Superior Court Judges, Their Controlled Committees, and Primarily Formed Committees for Local Candidates. Review Coronado's Campaign Regulations in Coronado Municipal Code Chapter 1.84 which has additional local campaign restrictions. Local candidates also should ask the City Clerk about any additional local campaign restrictions as well as consult appropriate legal advisors. ***This information is not intended to constitute legal advice and should not be relied upon in lieu of consultation with appropriate legal advisors. Please be aware Coronado has enacted stricter regulations than the Fair Political Practices Commission (FPPC).***

## 2. BEFORE RAISING OR SPENDING ANY MONEY

File Form 501 (Candidate Intention). Then open a campaign bank account. Once \$200 is raised or spent, get an identification number by filing Form 410 with the Secretary of State.

## 3. MARK YOUR CALENDAR

Know the due dates for campaign statements and file on time by referring to the FPPC's website. Campaign statements must be filed electronically pursuant to Coronado Municipal Code Chapter 1.84.

## 4. KEEP GOOD RECORDS

Maintain details on contributions and expenditures of \$5 or more. Refer to recordkeeping guidelines in your campaign disclosure manual and Coronado Municipal Code Chapter 1.84.

## 5. \$100 OR MORE IN CASH?

Never spend \$100 or more in cash. Never accept any cash contributions – Coronado only allows contributions to be made by check or credit card. Also make sure to make a photocopy of each check or credit card receipt by which a reportable contribution is made. This documentation is required to be retained for one year after the date of the related election. Each contribution and expenditure over \$5 also requires disclosure of additional information as set out further below.

## 6. USING PERSONAL FUNDS FOR CAMPAIGN EXPENSES

All personal funds of the candidate must first be deposited in the campaign bank account, except for filing fee/ballot statement fee. Coronado's Filing fee is \$25.00 and the Ballot Statement Deposit is \$1,000.

## 7. REPORT LATE CONTRIBUTIONS

Coronado Municipal Code (CMC) section 1.84.040 limits contributions from a single source to \$200 per candidate per election. There is no limit on a candidate's personal fund contributions to his/her campaign, but such contributions are subject to the FPPC's late reporting requirements. You are required to report any personal fund contribution(s) totaling \$1,000 or more in the aggregate that you make during the last 90 days before an election using a FPPC Form 497 within 24 hours for monetary contributions or 48 hours for non-monetary/in-kind contributions.

## 8. ITEMIZE CONTRIBUTORS

For contributions of \$5 or more, including loans and in-kind contributions, you must disclose the contributor's name, (street) address, occupation and (name of) employer, or principal place of business if self-employed.

## 9. IF AN AGENT OR CAMPAIGN CONSULTANT BUYS GOODS OR SERVICES FOR THE CAMPAIGN

Itemize expenditures of \$5 or more made by the agent or consultant. Expenditures must be itemized listing the full name and address of the person to whom the expenditure is made and a brief description of the consideration or service received.

## 10. IDENTIFY CANDIDATE/COMMITTEE ON MAILINGS

Include your name and campaign address in at least 6-point font on the outside of all mass mailings (more than 200 pieces). Your committee's name may be used if it includes your name. If your name is not part of the committee's name, you may use just your name, or both your name and the name of the committee.

## 11. NO PERSONAL USE OF CAMPAIGN FUNDS

Use campaign funds only for political, legislative, or governmental purposes.

## 12. BE MORE INFORMED

Contact your local filing officer, the City Clerk at 522-7321/7320 or the FPPC at 866-275-3772, with questions. Also make sure to consult with appropriate legal advisors.

## 13. IMPORTANT DIFFERENCES BETWEEN FPPC REGULATIONS AND LOCAL CORONADO REGULATIONS TO BE AWARE OF<sup>1</sup>

Coronado has enacted a local campaign ordinance that provides for stricter campaign requirements than the FPPC in some areas. Some of these differences are highlighted below. Coronado's Campaign Regulations can be found in Coronado Municipal Code Chapter 1.84.

Topic	FPPC	Coronado
California Form 410 – Statement of Organization Recipient Committee	Candidates are required to file once <b>\$2,000</b> is raised or spent.	Candidates are required to file once <b>\$200</b> is raised or spent.
Recordkeeping Guidelines	Details on contributions and expenditures of <b>\$25</b> or more.	Details on contributions and expenditures of <b>\$5</b> or more.
Cash Contributions	No cash contributions of more than <b>\$100</b> .	<b>No cash contributions</b> are allowed in Coronado – checks and credit cards only. A photocopy of each check and credit card receipt by which a reportable contribution is made must be retained for one year after the date of the related election.
California Form 497 – Reporting Late Contributions	For contribution(s) totaling <b>\$1,000</b> or more in the aggregate from one contributor during the last 90 days, must disclose receipt within 24 hours for monetary contribution(s) or 48 hours for non-monetary/in-kind contribution(s), even if the contribution(s) are from your personal funds.	CMC section 1.84.040 limits contributions from a single source to <b>\$200</b> per election, but contributions from a candidate's personal funds are exempt from the restriction. For late personal fund contribution(s) made to your campaign totaling <b>\$1,000</b> or more in the aggregate within 90 days of an election, follow the FPPC Form 497 reporting guidelines.
Itemizing Contributors	Must disclose contributor's information for contributions of <b>\$100</b> or more.	Must disclose contributor's information for contributions of <b>\$5</b> or more.
Itemize Expenditures by Agent or Consultant	Must itemize for expenditures of <b>\$500</b> or more.	Must itemize for expenditures of <b>\$5</b> or more.
Contribution Limits	Contribution limits are <b>dependent</b> upon state office, committee, and the contributor.	No more than <b>\$200</b> per election per candidate except for a candidate's contribution of his or her personal funds to his or her own campaign contribution account.

<sup>1</sup> This list is not exhaustive. Candidates are responsible for following all applicable campaign regulations. Please review, among other things, Coronado Municipal Code Chapter 1.84.