

City of Sacramento Candidate Checklist

All Candidates

☐ **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 for personal funds you will spend for 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)**

Even if you as a candidate do not plan to raise or spend \$2,000 or more in a calendar year, including your personal funds, you are still required to file a Form 470.

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.

File the original and one copy of the Form 410 with the Secretary of State and a copy with the City of Sacramento. Send the form to:

Secretary of State
Political Reform Division
1500 11th Street, Room 495
Sacramento, CA 95814

City of Sacramento
City Clerk Office
915 I Street, 5th Floor
Sacramento, CA 95814

☐ **Open a Campaign Bank Account**

All monetary contributions (including all personal and/or business funds you use for your campaign) must be deposited in the

campaign bank account before being spent. **Never** deposit campaign contributions in your personal account.

☐ **Committee Treasurer**

Every committee must have a treasurer before the committee may accept contributions or make expenditures. 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. If there is a new designated treasurer, file an amendment to the form 410 within 10 days.

☐ **File Campaign Statements and Reports on Time**

A specific City of Sacramento webpage has been created so your filing schedule can be found at [here](#). You must file campaign statements (Form 460) disclosing all receipts and expenditures at least twice each year – and up to six times during an election year. These statements are required to be filed.

☐ **Annual Committee Fees**

All committees that file a Form 410 must pay a \$50 fee to the Secretary of State no later than **15 days** after the Form 410 is filed. Committees must pay the fee annually by January 15 every year thereafter until the committee terminates. If the fee is not paid, additional fines will result.

☐ **Keep Good Records**

All candidates and committees will be audited. Accurate and organized records must be kept of all campaign contributions and expenditures.

☐ **Use of Campaign Funds**

Campaign funds may only be used for political, legislative, or governmental purposes. They cannot be used to make independent expenditures to support or oppose other state or local candidates.

☐ **City of Sacramento Campaign Contribution Limits**

Recipient	Contributor	Limit Per Election 2019/2020
Member (or Candidate)	Person	\$ 1,750.00
	Large Political Committee	\$ 5,850.00
Mayor (or Candidate)	Person	\$ 3,500.00
	Large Political Committee	\$ 11,650.00

☐ **After the Election**

Following the election, your duty to file campaign statements continues until your committee terminates.

A Form 410 must be filed with the Secretary of State's Office to terminate your committee.

☐ **Separate Campaign Committee and Bank Account**

If you plan on running for the same or another office, you must form a new campaign committee and open a new bank account.

Additional Resources

[City of Sacramento Webpage](#) for filing schedules, campaign requirements, etc.

[Campaign Disclosure Manual 2- Information for Local Candidates, Their Controlled Committees, and Primarily Formed Committees for Local Candidates](#)

Email the FPPC at
sacadvice@fppc.ca.gov

