

Thank you for your interest in becoming a committee treasurer. This is an integral role in the political process. The Fair Political Practices Commission ("FPPC") is committed to helping public officials comply with their obligations under the Political Reform Act (the "Act"). This pamphlet provides comprehensive educational materials, interactive tools, and resources for any questions you may have on the Act's campaign finance rules.

The Act requires that every California recipient committee appoint a treasurer before it raises or spends any money for an election, with a recommended, but not required, assistant treasurer to aid with the process.

Campaign treasurers:

- Keep record of all contributions and expenditures for the committee, and
- Sign campaign disclosure reports under penalty of perjury and are liable in enforcement actions for violations of the Act.

It is important to understand the basic rules and requirements associated with transparent campaign disclosure. No individual should accept the position of a committee treasurer as a mere figurehead. Please note an individual must be at least 18 years of age to accept the position of treasurer or assistant treasurer.



The mission of the Fair Political Practices Commission is to promote the integrity of state and local government in California.



Questions or Concerns? Contact Us!



advice@fppc.ca.gov



866-ASK-FPPC
(1-866-275-3772)

Telephone advice is available:

Monday through Thursday:

9:00 a.m. - 11:30 a.m.*

*Adjusted Telephone Advice Hours
on Commission Meeting Days
(Other than Fridays):

9:00 a.m. - 10:00 a.m.

and 1:30 p.m. - 3:00 p.m.



Prospective Treasurer Guidebook —→



The Act and the FPPC were created in 1974 when California voters approved Proposition 9. When voters passed the Political Reform Act, they simultaneously created the FPPC to administer and enforce the landmark ethics law as well as inform and assist public officials, employees, and candidates to comply with its provisions. In addition to interpreting and enforcing the Act, the FPPC focuses on providing current information and useful assistance to encourage compliance.



Basic Rules for Treasurers

The FPPC Basic Rules for Treasurers page below provides campaign treasurers with a basic overview of the rules and guidelines that must be followed to comply with the Act's recordkeeping requirements. Committees must keep all records, including original source documentation such as bank statements and other records reflecting account activity, for a period of four years from the date the campaign statement relating to the records was filed.

[Basic Rules for Treasurers](#)

Campaign Reporting Deadlines

Reporting deadlines depend on the date of the election and the type of committee.

Campaign forms must be filed by certain deadlines with the appropriate filing officer to provide the public with an overview of the committee's activity, including all contributions received and all expenditures made. The FPPC provides filing schedules available online for elections. These filing schedules are organized by type of committee and provide the deadlines for each type of statement or report that needs to be filed for a given year or election.

Visit our website below to view state and local filing schedules. Every candidate and committee should be aware of the filing schedules associated with their specific election, as missing filing deadlines has consequences that range from not being listed on the ballot to Enforcement action from the FPPC. If you do not see a filing schedule for your election, check with your filing officer.

[State and Local Filing Schedules](#)

Helpful Campaign Links

[Manual 1](#)

[Manual 2](#)

[Campaign Statement Forms](#)

[Candidate and Treasurer Video](#)

[Additional Campaign Manuals 3-7](#)

[Candidate Toolkit](#)

[Local Candidate/Committee Checklist](#)

[Committee Naming Requirements](#)

[Campaign Basics](#)

[Terminating Your Committee Fast Facts](#)

[AB 571 Contribution Limits Fact Sheet](#)

[FAQ: Campaign Activity](#)

Use the QR code above to view a digital version of the flyer. Additional resources can be found on the FPPC website.



Training and Outreach

The FPPC conducts training events throughout the year to inform candidates, treasurers, and committees on their duties as defined by the Political Reform Act. The Training and Outreach page linked below lists upcoming webinars and workshops as well as videos that can help educate potential candidates and treasurers.

[Upcoming Training Opportunities](#)

[Candidates and Treasurers Local Seminars and Webinars](#)