

Important Reminders for Roseville Candidates

Note: This information is being provided as a courtesy and is **NOT** to be interpreted as advice. **It is strongly recommended** that you consult a professional treasurer and/or FPPC for assistance with filing obligations and campaign financing questions.

Email: advice@fppc.ca.gov or refer to their website: www.fppc.ca.gov.

Helpful Resources: Candidates may find additional assistance at FPPC's [2024 Election \(ca.gov\)](http://www.fppc.ca.gov) and [Campaign-Basics-01-18.pdf](#).

Opening a Campaign Account:

Candidates raising and/or spending **\$2000** or more must file FPPC Form 410 – Statement of Organization with the CA Secretary of State and a copy with Roseville City Clerk.

When opening a bank account for your committee your financial institution will require an Employer Identification Number (EIN) from the Internal Revenue Service (IRS). The EIN can be applied for online and received immediately.

Fundraising File Form 501 & RVMC Statement of Acceptance of Campaign Contribution Limit Form

- Use proper disclosure on flyers and communication: "Paid for by (committee name)"
- Use FPPC ID# on flyers.
- Provide a sign-in sheet for fundraiser attendees.
- Collect occupation and employer from contributors.
- DO NOT ACCEPT- Money Orders or Cashier's Checks.
- DO NOT ACCEPT- Cash over \$99 or \$100 bills.

Contributions

- Save all supporting documentation including the envelope.
- Record "DATE RECEIVED - the date you become in possession of the contribution.
- Personal check from joint account: Contributor is the person SIGNING the check.
- Business Checks: Contributor is the COMPANY name on the check.
- LLC Checks: Collect and report Name of Principal Officer.
- Contributions of \$25 to \$99.99 require a name and physical address. (No PO Boxes allowed)
- Contributions of \$100 or more require- name, physical address, occupation, and employer.
- **LEVINE ACT** - Contributions of \$500 or more (**MAY** trigger compliance and will need review upon being elected. You can find more information on the City Clerk's Transparency section or [Levine Act - City of Roseville](#)).

Expenditure Guidelines

- Deposit money \$\$\$ into your campaign bank account before spending!
- Candidate expenditures CANNOT be reimbursed! **Exception-filing fees.**
- DO NOT commingle campaign and personal expenses.
- Reimbursement to others must be made within 45 days (or it becomes a contribution).
- Expenditures MUST have a political purpose.
- Personal use of campaign funds is prohibited!!
- Gifts and meals have additional reporting requirements (700 Form).