

10 IMPORTANT THINGS FOR CANDIDATES AND COMMITTEES TO REMEMBER ABOUT CAMPAIGN FINANCES

1. BE INFORMED

Study “The Sunshine Law for Political Funds and Lobbyist Activity Disclosure” and the “2006 Campaign Disclosure Manual for Candidates and Political Committees.”

2. FILE a C-1 FORM

Before raising or spending any money or announcing publicly for office, file Form C-1 (Appointment and Certification of Political Treasurer for Candidates and Committees).

3. MARK YOUR CALENDAR

Know the due dates for campaign reports and file on time. Extensions cannot be granted.

4. KEEP GOOD RECORDS

Maintain details on all contributions and expenditures. Accounts shall be current within not more than seven days.

5. COMMUNICATION

Maintain a good line of communication with your political treasurer.

6. USING PERSONAL FUNDS FOR CAMPAIGN EXPENSES

All personal funds of the candidate, used for campaign expenses, are required to be reported.

7. CONTRIBUTION LIMITS

Contributions cannot exceed \$1,000 for each election. State and County Central Committees may contribute \$2,000 for each election. There are no limits on the candidate’s personal funds.

8. CLEARLY INDICATE ON ALL PUBLIC POLITICAL ADVERTISING THE PERSON RESPONSIBLE FOR SUCH COMMUNICATION

Example: Candidate X hands out candidate brochures. The notation “Paid for by Candidate X for County Sheriff Committee. Joe Green Political Treasurer” should be placed on the brochure.

9. CREDIT CARD PAYMENTS

Payments to credit card companies, listed as expenditures, shall be accompanied by an itemization of each expense of \$25.00 or more charged.

10. NO PERSONAL USE OF CAMPAIGN FUNDS

Contributions cannot be converted to any personal use, other than to defray any ordinary and necessary expenses incurred in connection with duties of a successful candidate as an officeholder.