

Prospective Treasurer Guidebook

Welcome, prospective treasurers.

We are thankful for your interest in becoming a committee treasurer. This is an integral role in the political process that is at the forefront of transparency and ethical campaigning. The Fair Political Practices Commission (“FPPC”) is committed to helping public officials comply with their obligations under the Political Reform Act (the “Act”) while also improving the public’s access to fundamental information about how the political process works. We have developed comprehensive educational materials and interactive tools to achieve these important goals.

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 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.

The FPPC

The Act and the FPPC were created in 1974 when California voters approved Proposition 9. In the wake of the Watergate scandal, Californians wanted to reign in the potential corruptive influence of special interests by creating an agency to advise upon and enforce the most rigorous restrictions on fundraising and lobbying in the country. And since the adoption of the Act, the Commission has been responsible for shining light on some of the most egregious violations of campaign and governmental ethics.

Helpful Links

[Candidate and Treasurer Video](#)

[Campaign Forms Page](#)

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. Treasurers and candidates sign campaign forms under penalty of perjury. An additional acknowledgement of duties and liabilities is required by a treasurer and the assistant treasurer (if there is one) on the Form 410 (Statement of Organization).

The most common filing schedule for campaign treasurers will be the schedule for [candidate controlled committees](#) for local office.

For more filing schedules, please visit our website. [Filing schedules link](#). If you do not see a schedule for your election, check with your filing officer.



CALIFORNIA

Fair Political Practices Commission

Training and Outreach

The FPPC conducts training throughout the year for candidates and treasurers. The Training and Outreach page linked below lists upcoming webinars and workshops as well as videos that can help educate potential candidates and treasurers.

[Candidates and Treasurers](#)

Basic Rules for Treasurers

The FPPC Basic Rules for Treasurers page is intended to provide campaign treasurers with a basic overview of the rules and guidelines that must be followed to comply with the Act's recordkeeping requirements.

[Basic Rules for Treasurers](#)

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

In-Person or Webinar Request Form

To request a seminar or webinar complete the seminar or webinar request form and send it to the e-mail address on the form. FPPC will do what is in our power to accommodate as many trainings as possible.

[Seminar Request Form](#)

[Webinar Request Form](#)

Campaign Links

[Manual 1](#)

[Manual 2](#)

[Candidate Toolkit](#)

[Local Candidate/Committee Checklist](#)

[Committee Naming Requirements](#)

[Termination Fast Facts](#)

[AB 571 Fact Sheet](#)

[Campaign FAQs](#)

Questions or Concerns?

Contact us by:

Email: advice@fppc.ca.gov or

Phone: 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.

