A. Things to Remember

1 Before Raising or Spending Money

- Become familiar with the fundraising window for your election (Section 1.D).
- Review state and City laws pertaining to municipal elections (Introduction).
- Learn the contribution limits for your elective office (Section 3.D).
- File Forms 12, 13, 16, 17, and 501 (Page 31).
- Open one campaign checking account and file Form 14 (Section 1.B.1 and Page 31).

2 During Candidate Filing Week

- File all forms required by the City Clerk's Election Division (Section 1.E).
- File Form 700 (Section 1.E.2 and Page 31).

3 Throughout Your Campaign

- Upon raising or spending $2,000, organize your campaign committee by filing California Form 410 (Section 1.A.2 and Page 31).
- Collect and maintain proper documentation for all contributions, expenditures, and communications (Sections 3.G, 4.D, and 5.C, respectively).
- Include disclaimers in campaign communications (Section 5.A).
- File the following by their required deadlines:
  - Form 460 or 470, whichever is applicable (Section 2.B.1.a).
  - Form 497 (Section 2.B.1.b).
  - Form 17 (Section 2.A and Page 31).
  - An electronic copy of each campaign communication distributed to 200 or more persons (Section 5.D).

B. Campaign Filing Checklist

The following forms must be filed with the Ethics Commission:

Required **_before_** soliciting or receiving contributions.

Form	When to File
Candidate Intention Statement (Form 501)	Before soliciting or receiving contributions or making expenditures.
Declaration of Intent to Solicit or Receive Contributions (Form 12)	Before soliciting or receiving contributions.
Statement of Understanding (Form 13)	Concurrently with Form 12.
Notification of Other Controlled Committees (Form 16)	Concurrently with Form 12.
Committee Contact Information (Form 17)	Concurrently with Form 12 and within 10 calendar days of a change in information.
Statement of Organization (Form 410) *The original +1 copy must be filed with the Secretary of State. A copy must be filed w/the Ethics Commission.*	Within 10 calendar days of the day your committee receives or spends (or anticipates receiving or spending) $2,000 or more in a calendar year.
Statement of Economic Interests (Form 700)	By the end of candidate filing week.
Controlled Committee Bank Account Information (Form 14)	Within 10 calendar days of opening a campaign checking account.
Statement of City-related Business (Form 44), *if applicable*	Within 10 calendar days of conducting certain transactions with the City that affect your personal finances (once you are qualified for the ballot or as a write-in candidate).

Required by the **_end of_** candidate filing week.

C. Campaign Forms

No.	Name
12	Declaration Of Intent To Solicit & Receive Contributions
13	Statement Of Understanding
14	Committee Bank Account Information
15	Cancellation Of DOI
16	Notice Of Other Controlled Committees
17	Committee Contact Information
18	Application For CEFS ID
39	Legal Defense Fund Statement Of Purpose
57-L	Independent Expenditure Communication Notification
410	Statement Of Organization
450	Recipient Committee Campaign Statement - Short Form
460	Recipient Committee Campaign Statement
461	Major Donor And Independent Expenditure Committee Campaign Statement
462	Verification Of Independent Expenditures
470	Officeholder And Candidate Campaign Statement - Short Form
496	24-Hour Independent Expenditure Report
497	24-Hour Contribution Report
501	Candidate Intention Statement
511	Paid Spokesperson Report
803	Behested Payment Report

D. Record Retention List

Important Information and Documents

- Contributor information, including the name, address (including zip code), occupation, employer (if self-employed, the name of the business), date of contribution, amount of contribution, and cumulative amount of all contributions.
- Contributor certifications for all contributions.
- Photocopies of contribution checks and credit card transaction receipts.
- Documentation of whether each contribution results from fundraising activity by a lobbying entity.
- Copies of deposit receipts and deposit slips attached to the associated checks.
- Bank statements, check registers, journals, passbooks, etc.
- Bank debit and credit memos, including non-sufficient funds (NSF) check notices and redeposit slips.
- Sample contributor card and website contribution page with disclaimers.
- Originals of all campaign communications and records to document the date of distribution, total number of pieces distributed, method of distribution, and filing with the Ethics Commission.
- Copies of campaign scripts, recordings, and print ads.
- Documentation—such as canceled checks, invoices, receipts, bills, and contracts—for all campaign expenditures, including documentation of all sub-vendor activity.
- Documentation of loans, including written agreements, lender names, amounts lent, due dates, and interest rates.
- A record of your committee's efforts to resolve campaign issues pertaining to matters such as aggregation of contributions, or missing or incomplete contributor information.
- Documentation from contributors showing that certain contributions do not require aggregation, such as the Aggregate Contribution Verification Form, written statements from individuals authorized to speak on behalf of the contributor, or publication materials showing ownership or control of a business entity.
- Contracts, including those for goods, services, rentals, leases, and personal loans.
- Original invoice/receipt for each credit card transaction.
- Original invoice/receipt for each payment made by a campaign consultant.