

San Bernardino City Candidate Checklist

All Candidates

File Form 501 (Candidate Intention)

You must file Form 501 with the City of San Bernardino before soliciting, raising or spending any money in connection with your election. If a candidate does not raise any money and personal funds are used only to pay filing or ballot statement fees, the candidate is not required to file the Form 501.

Candidates Raising and Spending Less than \$2,000

File Form 470 (Officeholder and Candidate Campaign Statement-Short Form)

Even if you as a candidate do not plan to raise or spend \$2,000 or more in a calendar year, including your personal funds, you are still required to file a Form 470 with the City of San Bernardino.

Candidates Raising \$2000 or More

File Form 410 (Statement of Organization)

Once you receive or spend \$2,000 or more in a calendar year, you must file a Form 410 as a recipient committee within 10 days.

File the original and one copy of the Form 410 with the Secretary of State and a copy with the City of San Bernardino. Send the form to:

Secretary of State
Political Reform Division
1500 11th Street, Room 495
Sacramento, CA 95814

Mail to:
City of San Bernardino Clerk's Office
290 North D Street,
San Bernardino, CA 92401

Or Drop Off at:

City of San Bernardino Clerk's Office
201 N. "E" Street, Bldg A
San Bernardino, CA 92401

Open a Campaign Bank Account

All monetary contributions (including all personal and/or business funds you use for your campaign) must be deposited in the campaign bank account before being spent. **Never** deposit campaign contributions in your personal account.

Committee Treasurer

Every committee must have a treasurer before the committee may accept contributions or make expenditures. The individual listed on the most recent Form 410 with the Secretary of State continues to be legally responsible until an amendment is filed to designate a new treasurer. If there is a new designated treasurer, file an amendment to the form 410 within 10 days.

File Campaign Statements and Reports on Time

A specific City of San Bernardino webpage has been created so filing schedules can be found [here](#). You must file campaign statements (Form 460) disclosing all receipts and expenditures at least twice each year – and up to six times during an election year. These statements are required to be filed.

Annual Committee Fees

All committees that file a Form 410 must pay a \$50 fee to the Secretary of State no later than **15 days** after the Form 410 is filed.

Committees must pay the fee annually by January 15 every year thereafter until the committee terminates. If the fee is not paid, additional fines will result.

Keep Good Records

Accurate and organized records must be kept of all campaign contributions and expenditures.

Local Campaign Contribution Limits

City of San Bernardino Contribution Limits

1/1/21 – 12/31/22	\$4,900 per election
1/1/23 – 12/31/24	\$5,500 per election

PRA 85301(a)

Pay-to-Play Restrictions

Prohibition on Soliciting and Accepting Certain Contributions.

No Elected Official shall accept, solicit, or direct a contribution of more \$250.00 from any party, or his or her agent, or from any participant, or his or her agent, while a proceeding involving a license, permit, contract, or other entitlement for use is pending before the City and for 3 months following the date a final decision is rendered in the proceeding if the Elected Official knows or has reason to know that the participant has a financial interest, as that term is [Rev. June 2021]

City of SB 2.55.010 (B)

Use of Campaign Funds

Campaign funds may only be used for political, legislative, or governmental purposes. They cannot be used to make independent expenditures to support or oppose other state or local candidates.

After the Election

Following the election, your duty to file campaign statements continues until your committee terminates.

A Form 410 must be filed with the Secretary of State's Office to terminate your committee, and a copy with the City of San Bernardino.

Separate Campaign Committee and Bank Account

If you plan on running for the same or another office, you must form a new campaign committee and open a new bank account.

Additional Resources

[San Bernardino City Webpage](#) for filing schedules, campaign requirements, etc.

[Campaign Disclosure Manual 2- Information for Local Candidates, Their Controlled Committees, and Primarily Formed Committees for Local Candidates](#)

Email the FPPC at <mailto:csbadvice@fppc.ca.gov>