

**Welcome to the
2023 – 2024
Candidate Workshop**

Presented by

Santa Rosa County

Disclaimer:

We are not legal representatives, therefore always refer to the Florida Statutes for confirmation.

Florida Statutes Chapters 97 through 106 pertain to Florida Election Laws.

2024 Election Dates



Presidential Preference Primary – March 19, 2024

Primary – August 20, 2024

General – November 5, 2024

Local Offices up for Election

- Clerk of the Circuit Court & Comptroller
- Sheriff
- Property Appraiser
- Tax Collector
- Superintendent of Schools
- Supervisor of Elections
- County Commissioner, Districts 1, 3, and 5
- School Board Members, Districts 2 and 4
- Blackwater Soil & Water Conservation District, Seats 2 and 4
- Avalon Beach-Mulat Fire Protection District, Seats *1, 2,*3, and 4
- Holley-Navarre Fire District, Seats *1, 2,*3, 4, and *5
- Midway Fire District, Seats 1, 3, and 5
- Navarre Beach Fire Rescue District, Seats 1, 3, and 5
- Pace Fire Rescue District, Seats 1, 3, and 5



** To re-align seats
according to Florida Statutes*

Per F.S. 106.011, A Candidate is one who...

- Seeks to qualify for nomination or election by:
 - petitioning process
 - paying the qualifying fee
 - filing as a write-in candidate
- Receives contributions or makes expenditures
- Appoints a treasurer and designates a primary campaign account;
- Files qualification papers and subscribes to a candidate's oath as required by law



Nothing prohibits a person from announcing their intention to become a candidate prior to filing Form DS-DE 9 as long as no contributions are received, no expenditures are made, and no petition signatures are collected.

Requirements for running for local office

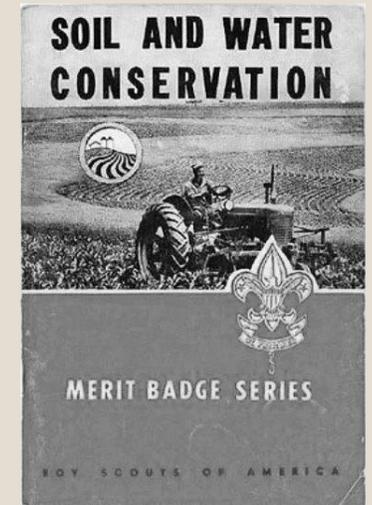
Candidates must be registered voters in Santa Rosa County and *reside within the district represented* by the office sought as follows:



- **County Commission Candidates** – at the time of the election:
November 5, 2024
- **School Board Candidates** – at the time of qualifying:
Noon, June 10 – Noon, June 14, 2024

Special District Offices

Fire Districts **and** Black Water Soil and Water Conservation Districts



If not planning to collect contributions or make expenditures:

- Not required to appoint a treasurer or open a campaign depository (F.S. 99.061 (3)).
- Pay Qualifying Fee of \$25.00 during qualifying with personal check or collect 25 valid petitions before petition deadline (F.S. 99.061 (7)(a)1.) and submit 10¢ each for verification.

Forms to File to Get Started (Pre-filing)

Appointment of Campaign Treasurer Form (DS-DE 9)

- Local Candidates file with SOE; state/multi-county file with the Florida Division of Elections
- Must be filed **prior** to opening the campaign account
- Shall be on file with the filing officer **prior** to:
 - Accepting any contributions
 - Making expenditures
 - Obtaining petition signatures



Pre-filing Forms *(continued)*



Statement of Candidate Form DS-DE 84 *within 10 days

- To verify the candidate's knowledge of F.S. Chapter 106 (Florida's campaign finance laws)

State of Candidate for Judicial Office Form DS-DE 83 *within 10 days

- To verify the candidate's knowledge of the requirements of the Florida Code of Judicial Conduct

*(*Due within 10 days after the Appointment of Campaign Treasurer is filed.)*

Campaign Treasurers

- Not required to be a registered voter
- Candidate may be treasurer or deputy treasurer
- Only treasurer/deputy treasurer signs campaign check
- Local candidate may not have more than 3 deputy treasurers
- If a treasurer resigns, must notify the candidate and the Elections Office in writing
- Candidate uses DS-DE 9 form to re-appoint treasurer or deputy treasurer



More on Campaign Treasurers

- Keep detailed accounts current within 2 days;
- File regular reports of all contributions and expenditures as prescribed by Florida Statutes 106.07;
- Preserve all account records for a number of years equal to the term of the office sought;
- All contributions received shall be deposited prior to the end of the 5th business day following receipt excluding Saturdays, Sundays and legal holidays per Florida Statutes 106.05.



Online Reporting System

- Once pre-filed, a letter with instructions, password, pin numbers and identification number for the Online Filing System will be mailed.
- All campaign reports are filed electronically.
- All contributions and expenditures must be reported within the correct reporting period.
- Data may be entered and saved into the website regularly, rather than just before deadline.
- The candidate or treasurer will “submit” the report.



Online Reporting System *(continued)*



- The deadline to submit a campaign report is before midnight on the due date.
- The report is made public immediately, eliminating the need for paper copies.
- If notified that an amended report is required, candidates have 7 days to submit amended report. Only item(s) that require correction need be placed on amended report. Specific instructions must be followed to ensure that the campaign totals are not affected. *(F.S. 106.07 (2)(b))*
- Election staff will be available to assist during regular business hours (Monday - Friday, 8:00 am - 4:30 pm).

Campaign Treasurer's Reports



- File Campaign Reports Quarterly (New)
- 60th day preceding the primary election Biweekly on each Friday through and including the 4th day immediately preceding the general election.
- Additional reports are due on the 25th and 11th days before the primary and general elections.

See report schedule for full list of dates.

| Cover Period | Report Code | Due Date | Cover Period | Report Code | Due Date |
|---------------------|-------------|-------------|---------------------|-------------|----------|
| 7/1/23 – 9/30/23 | Q3 | 10/10/23 | 7/27/24 - 8/2/24 | P6 | 8/9/24 |
| 10/1/23 – 12/31/23 | Q4 | 1/10/24 | 8/3/24 – 8/15/24 | P7 | 8/16/24 |
| 1/1/24 – 3/31/24 | Q1 | 4/10/24 | 8/16/24 – 8/23/24 | G1 | 8/30/24 |
| 4/1/24 – 5/31/24 | Q2 | 6/10/24 | 8/24/24 – 9/6/24 | G2 | 9/13/24 |
| 6/1/24 – 6/14/24 | P1 | 6/21/24 | 9/7/24 – 9/20/24 | G3 | 9/27/24 |
| 6/15/24 – 6/28/24 | P2 | 7/5/24 | 9/21/24 – 10/4/24 | G4 | 10/11/24 |
| 6/29/24 – 7/12/24 | P3 | 7/19/24 | 10/5/24 – 10/18/24 | G5 | 10/25/24 |
| 7/13/24 – 7/19/24 | P4 | 7/26/24 | 10/19/24 – 10/31/24 | G6 | 11/1/24 |
| 7/20/24 – 7/26/24 | P5 | 8/2/24 | | | |
| Termination Reports | | | | | |
| Covered Period | | Report Code | Due Date | | |
| 4/1/24 – 7/25/24 | | JQ-TR | 7/25/24 | | |
| 6/1/24 – 9/12/24 | | Q-TR | 9/12/24 | | |
| 8/16/24 – 11/18/24 | | P-TR | 11/18/24 | | |
| 11/1/24 – 2/3/25 | | G-TR | 2/3/25 | | |

Calendar of Reporting Dates for 2024 Elections

Primary Election Reports must be filed by all candidates even if their name will only appear on the General Election Ballot.

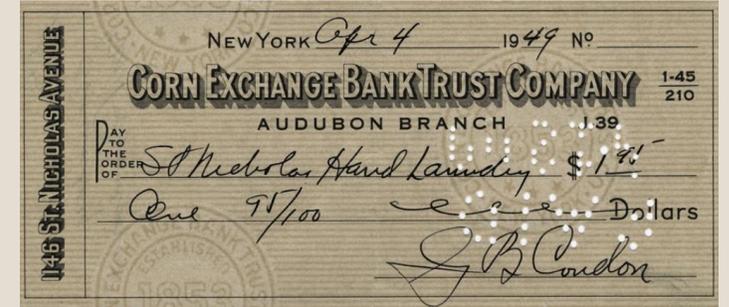
Contribution Information



- Contributions in CASH and Cashier's Check are limited to \$50 per election cycle (including Candidate) for each contributor. *(F.S. 106.09)*
- Aggregate contribution limit is \$1,000 per election cycle, includes cash, in-kind and check, etc.
- Contributions from the candidate to their own campaign are UNLIMITED, with the exception of cash and cashier's checks.
- A person may not make contributions through or in the name of another. *(F.S. 106.08(5)(a))*
- Contributions may be accepted via money order, wire transfer, credit card, and debit card and labeled "check" for reporting purposes. *(F.S. 106.011)*

Contribution Information *(continued)*

- Contributions may also be accepted via PayPal (or same type of company): Report entire amount as check; Record received date on campaign report when it is deposited into bank account; Report transaction fee as expenditure.
- Contributions must be deposited in the campaign account within 5 business days of receipt, excluding Saturday, Sunday and legal holidays.
- Contributions must be returned to the contributor if received by a candidate/treasurer with opposition on the day of the election or less than 5 days before the election.
- If candidate is unopposed in the primary election and will only be listed on the general election ballot, they may accept contributions through the primary election.



Reporting Contributions

The law provides no exceptions for reporting contributions regardless of size of contribution – 1¢ to \$1,000.

Record of all Contributions must contain the following:

- Date the contribution was received;
- Name and complete address of the contributor;
- Amount of the contribution & If contribution is over \$100
 - Specific type of occupation of the contributor must be listed;
 - If Contributor is Business, the principal type of business must be listed;
 - Candidates may not list their own occupation as “candidate”.



Anonymous Contributions

- Report as an “anonymous” contribution on the report.
- Send a letter to the qualifying officer regarding the circumstances. (Division of Elections Opinion 89-02)
- Do not spend the anonymous contribution.
- At the end of the campaign, donate the amount to an appropriate entity under F.S. 106.141.



In-Kind Contributions



Definition: A contribution of goods or services provided to the candidate for which money would have otherwise been paid made for the purpose of influencing the results on an election.

- A description of the item or services and the fair market value must be reported to the candidate by the contributor and counted as an aggregate amount towards the \$1,000 contribution limit and listed on the campaign report.

Reporting Expenditures

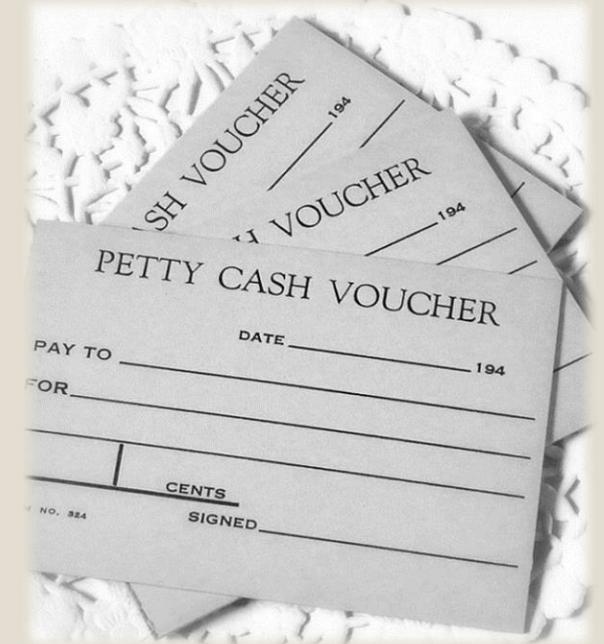


All expenditures must contain the following information:

- Date, purpose and amount;
- Name and complete address of the payee (This includes physical addresses for U.S. Post Offices);
- No expenditures shall be made or authorized without sufficient funds on deposit in the campaign account; and
- Payment shall be made upon receipt and acceptance of goods or services.

Expenditures – Petty Cash

- Report total amount withdrawn and total amount spent each reporting period;
- Not required to be reported individually;
- Withdraw only \$500 /quarter until the end of qualifying;
- Withdraw only \$100 /week after qualifying;
- Spent in amounts less than \$100 for office supplies, transportation expenses and other necessities; and
- May *not* be used for the purchase of time, space, or services from a communication media.



Debit Card Information

Debit Cards may be used.

- Obtain from the same bank as primary depository.
- Limit 3 – Issued in the name of the treasurer, deputy treasurer or authorized user.
- Only requires account to contain the name of the campaign account of the candidate or committee.
- Cannot receive cash as part of any transaction.
- Considered a bank check for reporting purposes.
- Receipts must include:
 - Last 4 digits of card number;
 - Exact amount of expenditure and exact purpose;
 - Name of payee;
 - Authorized signature only.

May be handwritten on or attached to receipt.

F.S. 106.11 (2)5



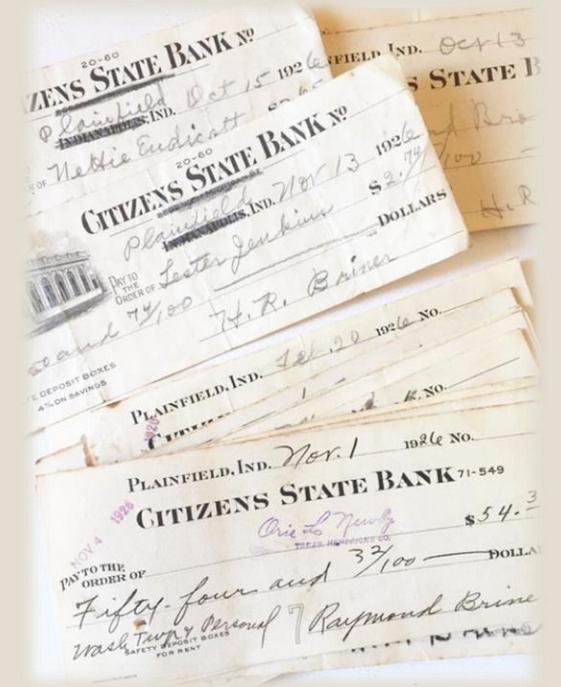
Campaign Check information

Per F.S. 106.11(1)(b) The **checks** for such account shall contain, at a minimum, the following information:

- The name of the campaign account of the candidate or committee;
- The account number and the name of the bank;
- The exact amount of the expenditure;
- The signature of the campaign treasurer or deputy treasurer;
- The exact purpose for which the expenditure is authorized;
- The name of the payee.

This information may be typed or handwritten on starter checks provided by the bank until printed checks arrive.

- Only campaign treasurers or deputy treasurers may sign campaign checks.



Prohibited Acts

To further ones candidacy, A candidate may NOT...

- Pay or give anything of value to speak;
- Use a state-owned aircraft or motor vehicle;
- Solicit or accept a contribution in a government owned building;
- Use employees to participate in a political campaign for an elective office during working hours;
- Solicit contributions from any religious, charitable, civic or other causes or organizations established primarily for the public good;
- Make contributions, in exchange for political support, to any group listed above.



The Petition Process

- Petitions may be collected as soon as the Appointment of Campaign Treasurer Form (DS-DE 9) is filed with the Supervisor of Elections Office.
- The fee to verify petitions is 10¢ each - paid at the time of submitting petitions preferably with a campaign check. May write check for entire amount of petitions to be verified upon submitting first batch.
- Deadline to submit petitions for local office: Before Noon, May 13, 2024

TIP: If possible, submit petitions in batches to SOE of approximately 50 – 500 at a time so candidate may see how well the process is working.



The Petition Process *(continued)*

- It is the responsibility of the candidate to produce the petitions in most current format on Division of Elections website (Form DS-DE 104)
- May add highlights, circles, X's, arrows or similar markings that draw attention to items on the form as well as cross-outs, strike-through or similar markings.
- The format of the petition may ***not*** be changed
 - May include the petition in a larger advertisement
 - If so, must include a political disclaimer
 - Must be clearly defined with solid or broken border
- Altering size of petitions (maintain proportions)
 - Reduced to no less than 3" x 5"
 - Enlarged to no more than 8 1/2" x 11"
 - If two per page, cut apart before submitting for verification.



CANDIDATE PETITION

Notes: - All information on this form becomes a public record upon receipt by the Supervisor of Elections.
- It is a crime to knowingly sign more than one petition for a candidate. [Section 104.185, Florida Statutes]
- If all requested information on this form is not completed, the form will not be valid as a Candidate Petition form.

I, _____ the undersigned, a registered voter
(print name as it appears on your voter information card)
in said state and county, petition to have the name of Ima Great Candidate
placed on the Primary/General Election Ballot as a: [check/complete box, as applicable]

Nonpartisan No party affiliation ***** Party Name ***** Party candidate for the office of
County Commissioner, District 10
(insert title of office and include district, circuit, group, seat number, if applicable)

| | |
|---|---------|
| Date of Birth (MM/DD/YY) or Voter Registration Number | Address |
| _____ | _____ |

| | | | |
|-------|------------|-------|----------|
| City | County | State | Zip Code |
| _____ | Santa Rosa | FL | _____ |

| | |
|--------------------|--|
| Signature of Voter | Date Signed (MM/DD/YY) [to be completed by Voter] |
| _____ | _____ |

Rule 1S-2.045, F.A.C. DS-DE 104 (Eff. 09/11)

TIP: Take time to look through petitions and make corrections before turning in. Candidates may make corrections to all except signature and date signed.

All fields may be pre-filled except the signature and date signed – those fields **must** be completed by the voter.

Repetitive information such as county name and state, candidate name, office, and party (if any) may be filled in prior to printing petitions. Check correct box such as Nonpartisan or No Party Affiliation. Make sure no other party boxes are checked to insure your petition will not be invalidated. Candidate may mark thru and initial if making corrections.

TIP: If No Party Affiliation or Nonpartisan, insert XXXXX's on party line or block out line so voters signing petition will not insert their own party.

Petition Information

- If Paying someone to collect petition signatures, cannot file undue burden affidavit and must pay the petition verification fee (10¢ per petition).
- Obtain the signatures of at least 1% of the total number of registered voters in the geographical area of candidacy from previous general election.

| 2024 Petition Requirement | | | |
|--|--------------------|---|--------------------|
| Name of Office | Petitions Required | Name of Office | Petitions Required |
| Clerk of the Circuit Court & Comptroller | 1,457 | School Board Members, Districts 2 and 4 | 1,457 |
| Sheriff | 1,457 | Blackwater Soil & Water Conservation Dist., Seats 2 and 4 | 25 |
| Property Appraiser | 1,457 | Avalon Beach-Mulat Fire Prot. Dist., Seats *1, 2, *3, and 4 | 25 |
| Tax Collector | 1,457 | Holley-Navarre Fire District, Seats *1, 2, *3, 4, and *5 | 25 |
| Superintendent of Schools | 1,457 | Midway Fire District, Seats 1, 3, and 5 | 25 |
| Supervisor of Elections | 1,457 | Navarre Beach Fire Rescue District, Seats 1, 3, and 5 | 25 |
| County Commissioner, Districts 1, 3, and 5 | 1,457 | Pace Fire Rescue District, Seats 1, 3, and 5 | 25 |

**To Re-align Seats with Florida Statutes 191.005*

Exception: Special district candidates must obtain the signatures of 25 registered voters in the geographical area represented by the office sought.

Collecting Petitions in a Government Building



- May collect signatures in any public place including government-owned buildings as long as petitions are not attached to a political advertisement. (Check local ordinances for exceptions to public places.)
- See Florida Statutes 106.15(4) that apply to soliciting or knowingly accepting contributions.

Examples of Disclaimers

- “Political advertisement paid for and approved by (name of candidate), (party affiliation if partisan office), for (office sought)”; or
- “Paid by (name of candidate), (party affiliation if partisan office), for (office sought).”



- Political advertisements made as in-kind contributions must state:
“Paid political advertisement paid for by in-kind by (name of person paying for in-kind). Approved by (name of candidate), (party affiliation) for (office sought)”. *(F.S. 106.143 (2) – confirmed by Donna with DOE)*

Campaign Signs...

- All candidate campaign signs must have a political disclaimer.
- The word “for” must be used in the body of advertisement between the name of the candidate and the office sought, so incumbency is not implied.
 - The word “elect” or “re-elect” is not required. Although you may not use “re-elect” if candidate is not the incumbent.
 - Some polling locations prohibit leaving campaign signs unattended. We will notify you of those polling locations. Signs must be 150 ft from the entrance of the polling location.
 - Check the sign ordinances on our website for legal placement of signs.



Exceptions for Political Disclaimers

- Items designed to be worn by a person, have no disclaimer requirements.
- Novelty Items having a value of \$10 or less, that support a candidate but do not oppose a candidate, are not required to have a political disclaimer.
- Bumper Stickers are excluded from the provision relating to the use of word “for”, however the political disclaimer is still required.
- Paid link on a website - Provided the message/advertisement is no more than 200 characters in length and the link directs the user to another website that complies with the requirements.
- Placed at no cost on an internet website for where there is no cost to post content for public users.



Exceptions for Political Disclaimers *(continued)*

- If the message is placed or distributed on an unpaid profile or account which is available to the public without charge or on a social networking website as long as the source of the message or advertisement is patently clear from the content or format of the message or advertisement.
- May prominently display a statement indicating that the website or account is an official website or account of the candidate or political committee and is approved by the candidate or political committee. A website or account may not be marked as official without prior approval by the candidate or political committee.

Telephone Solicitation



- A candidate's text message or telephone call must include the phrase "Paid for by," followed by the name of the candidate, followed by the word "for," and the name of the office sought. Disclaimer does not apply if person making call is not being paid or if both individuals know each other.
- Any text messages or calls that expressly advocate for or against a candidate or ballot proposal, must file prior written authorization by the candidate with qualifying officer.
- Any person or organization that conducts business in Florida which consists of sending texts or making paid telephone calls supporting or opposing a candidate must, prior to making calls, file with the Division a Registered Agent Notice (DS-DE 100).

(F.S. 106.147)

Television Broadcasts



Must use closed captioning and descriptive narrative in all television broadcasts regulated by the Federal Communications Commission that are on behalf of, or sponsored by a candidate; or must file a written statement with the qualifying officer setting forth the reasons for not doing so per F.S. 106.165.

Qualifying (F.S. 99.061)



Is a one-week period when candidates are required, by law, to file:

- Candidate Oath;
- Personal Financial Disclosure Form, (Form 1 or Form 6);
- Petition certification letter provided by the SOE for candidates who met the petition requirement;
- Or pay the qualifying fee in order to have name placed on the ballot.

Required forms will be provided by the Supervisor of Elections Office prior to Qualifying.

2024 Qualifying Dates

Federal, Judicial, State Attorney & Public Defender Offices

- Begins at Noon, April 22, 2024
- Ends at Noon, April 26, 2024
- The first date to accept qualifying forms is April 8, 2024

State and Local Offices (excluding Municipal Offices)

- Begins at Noon, June 10, 2024
- Ends at Noon, June 14, 2024
- The first date to accept qualifying forms is May 27, 2024

Papers submitted during the 14-day period will be processed once qualifying begins.

(City of Milton & Gulf Breeze Qualify in August; Town of Jay Qualifies in June. They each manage their own Qualifying.)



New Qualifying Oath - Important for Partisan Offices:

Changes to the Candidate Oath

Not New:

The person has been a registered member of the political party for which they are seeking nomination as a candidate for 365 days before the beginning of qualifying preceding the general election for which the person seeks to qualify. *(The deadline was June 11, 2023.)*
(For a Partisan Office when a candidate is running under a political party, they must be registered as that party for 365 days prior to beginning of qualifying.)

New:

In addition, any person seeking to qualify for office as a candidate with no party affiliation shall, at the time of subscribing to the oath or affirmation, state in writing that they are registered without any party affiliation and that they have not been a registered member of any political party for 365 days before the beginning of qualifying preceding the general election for which the person seeks to qualify. *(The deadline was June 11, 2023.)*
(For a Partisan Office when a candidate is running as No Party Affiliation (NPA), they must be registered as NPA for 365 days prior to beginning of qualifying.)

More on the New Qualifying Oath

New:

In addition, each candidate, whether a party candidate, a candidate with no party affiliation, or a write-in candidate, shall, at the time of subscribing to the oath or affirmation, state in writing whether they owe any outstanding fines, fees, or penalties that cumulatively exceed \$250 for any violations of s. 8, Art. II of the State Constitution; the Code of Ethics for Public Officers and Employees under part III of chapter 112; any local ethics ordinance governing standards of conduct and disclosure requirements; or chapter 106. If the candidate owes any outstanding fines, fees, or penalties exceeding the threshold amount specified in this paragraph, they must also specify the amount owed and each entity that levied such fine, fee, or penalty.

For purposes of this paragraph, any such fines, fees, or penalties that have been paid in full at the time of subscribing to the oath or affirmation are not deemed to be outstanding.

2024 Qualifying Fees

For Santa Rosa County

(Per Florida Statutes 99.092)

| Name of County Office | Salary as of July 1 | 4% Qualifying Fee (No Party Affiliation) | 6% Qualifying Fee (Party Affiliated) |
|---|----------------------------|---|---|
| Clerk of the Circuit Court & Comptroller | \$160,709 | \$6,428.36 | \$9,642.54 |
| Sheriff | \$198,627 | \$7,945.08 | \$11,917.62 |
| Property Appraiser | \$160,709 | \$6,428.36 | \$9,642.54 |
| Tax Collector | \$160,709 | \$6,428.36 | \$9,642.54 |
| Superintendent of Schools | \$160,709 | \$6,428.36 | \$9,642.54 |
| Supervisor of Elections | \$160,709 | \$6,428.36 | \$9,642.54 |
| County Commissioner, Districts 1, 3, and 5 | \$87,359 | \$3,494.36 | \$5,241.54 |
| School Board Members, Districts 2 and 4 | \$44,362 | \$1,774.48 | n/a |
| Blackwater Soil & Water Conservation District, Seats 2 and 4 | none | \$25 | n/a |
| Avalon Beach-Mulat Fire Protection District, Seats *1, 2, *3, 4, and *5 | none | \$25 | n/a |
| Holley-Navarre Fire District, Seats 1, 3, and 5 | none | \$25 | n/a |
| Midway Fire District, Seats 1, 3, and 5 | none | \$25 | n/a |
| Navarre Beach Fire Rescue District, Seats 1, 3, and 5 | none | \$25 | n/a |
| Pace Fire Rescue District, Seats 2 and 4 | none | \$25 | n/a |

*To Re-align Seats with Florida Statutes 191.005

Miscellaneous Campaign Information

- File the DS-DE 9 Appointment of Campaign Treasurer Form *before* you open your campaign account.
- Qualifying:
 - Do not wait until the last minute to file
 - Make sure every line, blank or field is complete
 - Incomplete forms or fields *may* jeopardize your candidacy
- Campaign Loans to own campaign:
 - Report the loan as required, by F.S. 106.07, as a contribution.
 - May reimburse for the loan at any time the campaign account has sufficient funds. Report as an expenditure.
- Raffles are not permitted pursuant to Section 849.09, Florida Statutes, it is unlawful for any person in this state to set up, promote, or conduct any lottery for money or anything of value.



Vote-By-Mail Data for Opposed Candidates

Once qualifying papers are submitted candidates that are opposed are able to request data information on voters who will receive vote-by-mail ballots. We now have a form to request the information that will be included in your qualifying packet.

The information for UOCAVA voters will be available beginning Thursday, June 27, 2024, after 3 pm.

Cost:

- Email – No Charge
- Labels: 3¢ each for initial pick up, paid for in advance (No charge for daily pick-ups)



Election Day and Early Voting Campaign Guidelines



- Do not place campaign signs within 150 feet from the entrance of the polling place; *(This was changed on Senate Bill 7066 from 100 to 150 ft)*
- Must stand at least 150 feet from the entrance of the polling location;
- Do not hinder or obstruct voters from entering or exiting the polling location;
- No photography is permitted in the polling room or early voting area;
- If voting, do not linger inside polling place.

After the Campaign ...

- Termination reports:
 - Filed within 90 days of withdrawing, becoming unopposed, elected or eliminated.
 - If unopposed following qualifying, candidates need only file a 90 day termination report. No other scheduled reports are required.
 - If candidate receives a refund check after all surplus funds have been disposed of, the check may be endorsed by the candidate and the refund disposed of under F.S. 106.141. An amended report must be filed showing the refund.
- May not accept any further contributions.
- Those who filed an affidavit of undue burden must reimburse for signature verification to the Supervisor of Elections, if funds remain.



Disposition of Surplus Funds

- Pay for items which were obligated;
- Purchase “thank you” advertising for up to 75 days;
- Pay for expenditures necessary to close down the campaign office and to prepare final campaign reports;
- Donate surplus funds to a charitable organization that meet the qualifications of a 501(c)(3);



Disposition of Surplus Funds *(continued)*

- Return pro rata to each contributor the funds that have not been spent or obligated;
- Give not more than \$25,000 of the funds that have not been spent or obligated to the political party of which such candidate is a member;
- An elected or unopposed candidate may transfer funds to an Office Account pursuant to F.S. 106.141(5)
- Cannot hold funds over for next campaign (only applies to state offices).



Office Accounts

- A candidate elected to office or a candidate who will be elected to office by virtue of his or her being unopposed may transfer from the campaign account to an office account.
- The office account established shall be separate from any personal or other account.
- Maximum allowable amount is \$5,000 multiplied by the number of years in the term of office. Total \$3,000 limitation for circuit and county judges.
- Used only for legitimate expenses. Examples include: travel and expenses incurred in operation of the office, membership in certain organizations, and holiday cards and newsletters.
- Reports are due on the 10th day following the end of the quarter following the 90 day termination report until all funds are gone.
- Upon leaving public office, any funds left in an office account remaining in account may be used to pay for professional services provided by a CPA or attorney for preparation of the elected public official's final financial report or give such funds to a charitable organization that meets the requirements of a 501(c)(3) of the Internal Revenue Code.



It's Over - Now what?

- Within 10 days after elected to office, must report all loans exceeding \$500 in value which were used for campaign purposes within 12 months preceding the election on Division's Form DS-DE 73. *(F.S. 106.075)*
- Each candidate shall make a good faith effort to remove all political campaign signs or advertisements within 30 days of being unopposed, elected or eliminated. *(F.S. 106.1435)*
- Each candidate who withdraws, becomes unopposed, is eliminated or elected as a candidate shall within 90 days dispose of the funds in campaign account and file a termination report reflecting the disposition of all remaining funds. *(F.S. 106.141 (1))*



And Remember...

If you have any questions, we are only a click
or a phone call away!

Phone: (850) 983-1903

E-mail: TamiM@santarosa.fl.gov

Visit us:

www.VoteSantaRosa.gov

6495 Caroline Street, Ste F, Milton, FL 32570



And good luck with your campaign!