

Tips for Candidates

- Read the provided materials in their entirety, including "Chapter 106 Florida Statutes" and the "Candidate Handbook on Campaign Financing".
- It is a good idea for the Candidate to appoint themselves as a Deputy Campaign Treasurer.
- File Campaign Treasurer's Reports according to the reporting schedule. Avoid late fees!
- If you are assessed a late fee, you cannot pay the fee from your campaign account. Payment is to be made from a personal account.
- Safeguard your campaign reporting system password. The Supervisor of Elections can only reset it. The City Clerk's office cannot access it.
- When accepting contributions, remember to get the person's name and address to document on your Campaign Treasurer's report.
- All contributions, whether monetary or in-kind, must be recorded.
- Keep campaign and personal transactions separate in order to avoid confusion when documenting and filing your reports.

