DUTIES AND OBLIGATIONS OF CAMPAIGN COMMITTEE TREASURERS

TREASURER

Every committee shall have a Treasurer. No expenditure shall be made by or on behalf of a committee without the authorization of the Treasurer or that of his or her designated agents. No contribution or expenditure shall be accepted or made by or on behalf of a committee at a time when there is a vacancy in the Office of Treasurer. (Government Code §84100)

DUTIES

It is the duty of each Treasurer to maintain such detailed accounts, records, bills and receipts specified by regulations adopted by the Fair Political Practices Commission to enable accurate and complete reporting as required by the Political Reform Act. (Government Code §84104)

All reports and statements filed in compliance with the Political Reform Act are signed under penalty of perjury and verified by the filer. A report or statement filed by a committee must be signed and verified by the Treasurer. (Government Code §84104)

The Treasurer is responsible for filing a Statement of Organization (Form 410) with the Secretary of State and for the timely filing of all required campaign statements. This form is filed for every committee which is a committee. (Government Code §84013)

CONTRIBUTIONS

All contributions received by a person acting as an agent of a committee shall be reported promptly by the recipient to the committee's Treasurer or any of his/her designated agents. (Government Code §84306). No contributions shall be commingled with the personal funds of the recipient or any other person. (Government Code §84307)

VERIFICATION OF CAMPAIGN STATEMENT

A candidate shall verify his/her campaign statement and the campaign statement of each committee subject to his/her control. The verification shall state that to the best of his/her knowledge, the Treasurer used all reasonable diligence in the preparation of the statement. This section does not relieve the Treasurer from the obligation to verify each campaign statement filed pursuant to §81004. (Government Code §84213)