

Statements of Economic Interests (Form 700) Video for Local Agency Filing Officers



PRESENTED BY
EXTERNAL AFFAIRS AND EDUCATION DIVISION
FAIR POLITICAL PRACTICES COMMISSION

Fair Political Practices Commission (FPPC)

In 1974, in the wake of the Watergate scandal, California voters passed Proposition 9, known today as the Political Reform Act, which regulates conflicts of interest, campaign finance, and lobbying activity.

The FPPC was created to implement and enforce the Act, and to inform and assist candidates and public officials in complying with these laws.

Topics

- Purpose of Form 700
- Electronic Filing
- Types of Filers
- Conflict of Interest Codes
- Filing Officer Duties
- Notification Guidelines
- Due Dates
- Tracking Log
- Reviewing Statements
- Amendments
- Non-Filers
- Late Filers
- Public Access
- Statement Retention

Purpose of Form 700

- No public official at any level of state or local government shall make, participate in making, or influence a governmental decision in which he or she has a financial interest.
- Form 700 is the tool used by public officials to disclose their financial interests that may be affected by their public official decisions.
- This ensures that the public is aware of a public official's financial interests and also reminds the public official of potential conflicts.

FPPC's Form 700 Electronic Filing System

- Filers whose statements are forwarded to the FPPC may now file electronically
- Filing officers and filers should have received log-in information
- Filing officers need to ensure filers' information is accurate and up-to-date
- A **current email address** is essential to ensure timely notification of filing requirements

Types of Filers

- Designated Employees (Code Filers)
- 87200 Filers
- Alternates, Designees, and Ex-Officio Board Members
- New Positions (Form 804)
- Consultants (Form 805)

Conflict of Interest Codes and Form 700

- All government agencies must adopt a conflict of interest code
- Codes designate positions within the agency that make or participate in making governmental decisions
- Individuals in these positions file Form 700
- Disclosure categories are assigned to each position
- Some filers disclose all economic interests in their jurisdiction, but others will have limited disclosure

87200 Filers

COUNTY OFFICIALS

- Board of Supervisors*
- Chief Administrative Officer
- County Counsel
- District Attorney*
- Planning Commissioners
- County Treasurer*

CITY OFFICIALS

- Mayor and Council Members*
- Chief Administrative Officer
- City Manager
- City Attorney
- City Treasurer*
- Planning Commissioners

**Candidates for these offices must also file; statements are forwarded to the FPPC.*

Boards and Commissions

Board and commission members that participate in decision making meetings are required to file—regardless if they are paid or have voting authority.

This also applies to individuals serving as

- Alternate members
- Designee members
- Ex-officio members

Form 804

New Positions

- Identifies new positions involved in making governmental decisions
- Assigns level of disclosure
- Filer must file under full disclosure if disclosure level is not specified
- Individuals must file within 30 days of assuming office
- Kept with agency's conflict of interest code

Agency Report of: New Positions		A Public Document		California Form 804
1. Agency Name <small>(Also include, Division, Department, or Region if applicable)</small>			<input type="checkbox"/> Amendment	
City of Oakland			Date of Original Filing: _____ <small>(month, day, year)</small>	
Agency Contact				
Smith, Adam - Executive Director				
Phone Number		Email		
(206) 555-6525		adam.smith@cityofoakland.ca.gov		
2. New Position Information				
Position Title/Classification and Job Summary	Assigned Category	OR	Disclosure Requirement	Assuming/Start Date (Optional)
Data Processing Manager (manages IT)	3			Start <u>03/03/XX</u> <small>m / d / yr</small>
Licensing Director (duty statement attached)			All investments, business positions in business entities, and sources of income including gifts, loans, and travel payments, that are of the type subject to licensing by the department or are subject to regulation by the city. <i>(Alternately, attach a written explanation)</i>	Start <u>03/08/XX</u> <small>m / d / yr</small>

Form 805

Consultants

- Identifies consultants involved in governmental decision making on behalf of the agency
- Assigns level of disclosure
- Filer must file under full disclosure if disclosure level is not specified
- Individuals must file within 30 days of assuming office
- Kept with agency's conflict of interest code

Agency Report of:
Consultants

California Form **805**

A Public Document

1. Agency Name (Also include, Division, Department, or Region (if applicable))

City of Oakland Amendment
Agency Contact: Brian Sheets
Date of Original Filing: _____ (month, day, year)
Phone Number: 555-555-5555 Email: bsheets@cityoakland.ca.gov

2. Firm Information

Firm Name: ABC Company
Firm Address: 1010 Capital St., Sacramento, CA 95814
Email (optional): abcco@company.com

3. Consultant Information

Consultant Name	Assigned Category	OR	Disclosure Requirement	Assuming/Start Date Leaving/End Date (if known)
Hector Rodriguez	3			Start: 7 / 7 / xx m / d / yr End: 12 / 12 / xx m / d / yr

Filing Officer Duties

Regulation 18115

- Notify individuals of filing obligations
- Provide form or link to form
- Ensure that statements are timely filed
- Maintain a tracking log
- Review completed statements
- Provide public access
- Refer violations to FPPC Enforcement Division

Duties for Agencies Using Their Own E-Filing System

RETAINED STATEMENTS

- Keep filer information **current** (system automatically notifies filers)
- Review statements
- Request amendments
- Assess or waive late fines
- Refer non-filers to FPPC
- Provide public access

FORWARDED TO FPPC

- Keep filer information **current**
- Forward PDF statements to the FPPC at efiledform700@fppc.ca.gov
- Update FPPC regularly about filer status
- Provide public access

Duties for Agencies Using FPPC's E-Filing System

RETAINED STATEMENTS

- Notify filers and provide form
- Date stamp all statements
- Maintain a tracking log
- Review statements
- Request amendments
- Assess or waive late fines
- Refer non-filers to FPPC
- Provide public access

FORWARDED TO FPPC

- Keep filer information **current** (system automatically notifies filers)
- Provide public access

Forward These Statements to FPPC

CITY & COUNTY AGENCIES

- 87200 Filers

MULTI-COUNTY AGENCIES

- Check conflict of interest code approved by the FPPC – it will specify in the Incorporation Page where statements are filed.

COURTS

- Judges (include pro-term judges who serve 30 days or more in a calendar year)
- Court Commissioners

Note: Retired judges file directly with FPPC

Pre-Filing Notification Guidelines

- Notify at least 30 days prior to annual deadline*
- Notify by email, mail, or in person
- Always provide disclosure categories to code filers
- Email notifications should link to Form 700, Reference Pamphlet, FAQs, and gift fact sheets on FPPC website

**Not required for FPPC filers so long as a current email address is included in the filer's electronic filing system profile*

Filing Deadlines

- Annual statement — April 1
- Assuming office statement — within 30 days of assuming office
- Leaving office statement — within 30 days of leaving office
- No deadline extensions unless a filer is serving in active military duty

Exceptions to Filing Deadlines

Annual

Individuals who assumed office from Oct 1 — Dec 31 and filed an assuming office statement are not required to file the annual statement due in April.

Assuming and Leaving Office

In most cases, filers who change positions within the same agency are not required to file assuming or leaving office statements. They will continue to file annual statements.

Question

Your supervisor is away on vacation and calls asking for an extension for filing the annual Form 700. You would...

- a) Grant a 30 day extension
- b) Arrange a flight home
- c) Explain that the statement must be postmarked no later than the April filing deadline

Sample Log

NAME	ANNUAL	ASSUMING	LEAVING	DAYS LATE	AMENDMENT
Anderson, William	04/01/XX				
Brown, Sharon	n/a	10/15/XX			
Carson, David	03/26/XX		09/28/XX		
Davies, Gary	04/01/XX				05/25/XX
Ford, Cheryl					
Iverson, Steven	01/28/XX		10/01/XX		
Lawson, John	n/a	02/14/XX			
Moore, Roy					
Nelson, Cheryl	04/11/XX			10	

Non-Filer

Non-Filer

Facial Review of the Form 700

A facial review is required for **all** statements maintained by the agency to ensure the cover page is accurate. Look for:

- Name and address of filer
- Period covered
- Type of statement
- Summary completed and schedules attached
- Original signature

Full Review of the Form 700

For statements maintained by the agency, a full review of the entire form is required on:

- Statements that do not pass facial review
- 20% of all timely filed statements
- 100% of late statements

Filing officers:

- Use review guide/amendment request form
- Compare with filer's disclosure category

Form 700

Amendment Request Guide

You are not required to conduct an investigation when reviewing statements

Statement of Economic Interests Form 700 - Amendment Request FPPC - (866) ASK-FPPC / advice@fppc.ca.gov	INSTRUCTIONS: A check mark indicates an amendment may be required. File your amended statement at:
---	---

Name: _____ Date signed: ___/___/___

Type of Statement: Assuming/Initial ___/___/___ Annual 20___ Leaving ___/___/___

Amendment Request Form

Cover Page

- Statement not signed.
- Original signature required.
- Part 4, schedule summary indicated Schedule(s) _____ attached but schedules are not attached.
- Part 4, schedule summary left blank and either no schedules attached or only blank schedules attached.
- other - see Comments.

Schedule A-1

- The fair market value of the investment in _____ not reported.
- An investment in _____ (a limited partnership) was reported. Income of \$500 or more received from this investment must be reported on Schedule C.
- Investment(s) held through a brokerage firm or IRA were reported. Investments in which you have a \$2,000 or greater interest held through the account must be itemized separately.
- other - see Comments.

Schedule C

- You reported property located at _____ Rental income is reportable if your share of rental income was \$500 or more during the reporting period. Also disclose the name of any tenants if your share of rental income from a single tenant was \$10,000 or more.
- other - see Comments.

Schedule D

- Name of the source of income not reported.
- Gross income not reported.
- Name of spouse's or registered domestic partner's source of income (employer) not reported.
- Your spouse's or registered domestic partner's income was reported. If your spouse or registered domestic partner is self-employed, the investment in the business and the income received from the business should be reported on Schedule A-2.
- Income from _____ was reported. If you have an ownership interest worth \$2,000 or more, this business entity and the income received from the business should be reported on Schedule A-2.
- other - see Comments.

Learn > Guidance for Filing Officers > Form 700 Filing Officer Duties

Cover Page

Do not forget to date stamp

CALIFORNIA FORM 700 FAIR POLITICAL PRACTICES COMMISSION A PUBLIC DOCUMENT	STATEMENT OF ECONOMIC INTERESTS	Date Initial Filing Received <small>Official Use Only</small>
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COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST)	FIRST	INITIAL
CLARK	RON	W

1. Office, Agency, or Court
Agency Name (Do not use acronyms)
CITY OF OAKLAND
Division, Board, Department, District, if applicable _____ Your Position
EXECUTIVE DIRECTOR

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)
Agency: _____ Position: _____

2. Jurisdiction of Office (Check at least one box)

<input type="checkbox"/> State	<input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction)
<input type="checkbox"/> Multi-County _____	<input type="checkbox"/> County of _____
<input checked="" type="checkbox"/> City of <u>OAKLAND</u>	<input type="checkbox"/> Other _____

3. Type of Statement (Check at least one box)

<input checked="" type="checkbox"/> Annual: The period covered is January 1, 20XX, through December 31, 20XX. -or- The period covered is ___/___/___ through December 31, 20XX.	<input type="checkbox"/> Leaving Office: Date Left ___/___/___ (Check one) <input type="checkbox"/> The period covered is January 1, 20XX, through the date of leaving office. -or- <input type="checkbox"/> The period covered is ___/___/___ through the date of leaving office.
<input type="checkbox"/> Assuming Office: Date assumed ___/___/___	
<input type="checkbox"/> Candidate: Election year _____ and office sought, if different than Part 1: _____	

4. Schedule Summary (must complete) ► Total number of pages including this cover page: 7

Schedules attached

<input checked="" type="checkbox"/> Schedule A-1 - Investments - schedule attached	<input checked="" type="checkbox"/> Schedule C - Income, Loans, & Business Positions - schedule attached
<input checked="" type="checkbox"/> Schedule A-2 - Investments - schedule attached	<input checked="" type="checkbox"/> Schedule D - Income - Gifts - schedule attached
<input checked="" type="checkbox"/> Schedule B - Real Property - schedule attached	<input checked="" type="checkbox"/> Schedule E - Income - Gifts - Travel Payments - schedule attached

-or-
 None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS (Business or Agency Address Recommended - Public Document)	CITY	STATE	ZIP CODE
5824 S STREET	OAKLAND	CA	95555

DAYTIME TELEPHONE NUMBER: (555) 555-5555
E-MAIL ADDRESS: RCLARK@CITYFOAKLAND.CA.GOV

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed 3/15/XX Signature Ron Clark
(month, day, year) (file the originally signed statement with your filing officer)

FPPC Form 700
FPPC Advice Email: advice@fppc.ca.gov
FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov

Schedule A-1

Common Reportable Interest:

- Stocks and partnerships

Common Errors:

- Fair market value not checked
- Managed account reported instead of itemized stocks
- Financial statements attached instead of schedules
- Partnership reported on Schedule A-1, but income not reported on Schedule C

Schedule A-1

Any reportable stock held through a brokerage firm should be reported if the fair market value is \$2,000 or more.

ERROR!

SCHEDULE A-1
Investments
Stocks, Bonds, and Other Interests
(Ownership Interest is Less Than 10%)
Do not attach brokerage or financial statements.

▶ NAME OF BUSINESS ENTITY
COMCAST

GENERAL DESCRIPTION OF THIS BUSINESS

UTILITIES

FAIR MARKET VALUE
 \$2,000 - \$10,000 \$10,001 - \$100,000
 \$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT
 Stock Other _____ (Describe)
 Partnership Income Received of \$0 - \$499
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:
_____/_____/_____ ____/____/_____
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY
CHARLES SCHWAB

GENERAL DESCRIPTION OF THIS BUSINESS

STOCKS

FAIR MARKET VALUE
 \$2,000 - \$10,000 \$10,001 - \$100,000
 \$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT
 Stock Other _____ (Describe)
 Partnership Income Received of \$0 - \$499
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:
_____/_____/_____ ____/____/_____
ACQUIRED DISPOSED

Schedule A-1: Excel Format

SCHEDULE A-1			CALIFORNIA FORM 700		
Investments			FAIR POLITICAL PRACTICES COMMISSION		
Stocks, Bonds, and Other Interests			NAME:		
(Ownership Interest is Less Than 10%)			Ron Clark		
Do not attach brokerage or financial statements.					
NAME OF BUSINESS ENTITY	GENERAL DESCRIPTION OF THIS BUSINESS ACTIVITY	FAIR MARKET VALUE (Select from drop down list)	NATURE OF INVESTMENT (Select from drop down list. If "other," describe)	IF APPLICABLE, LIST DATE (mm/dd/20XX)	
				ACQUIRED	DISPOSED
COMCAST	UTILITIES	\$2,000 - \$10,000	Stock		
AT&T	TELECOMMUNICATIONS	\$2,000 - \$10,000	Stock		
APPLE	COMPUTER SYSTEMS	\$2,000 - \$10,000	Stock		
JOHNSON & JOHNSON	PHARMACEUTICAL	\$2,000 - \$10,000	Stock		
WAL-MART	RETAIL	\$2,000 - \$10,000	Stock		
COCA-COLA	BEVERAGE	\$2,000 - \$10,000	Stock		
MACY'S	RETAIL	\$2,000 - \$10,000	Stock		
UNDER ARMOUR	CLOTHING	\$2,000 - \$10,000	Stock		
FITBIT INC	HEALTH/TECHNOLOGY	\$2,000 - \$10,000	Stock		
BANK OF AMERICA	FINANCE	\$2,000 - \$10,000	Stock		
ACTIVISION BLIZZARD	VIDEO GAME	\$2,000 - \$10,000	Stock		
INTEL CORP	SOFTWARE	\$2,000 - \$10,000	Stock		
FORD MOTOR CO	VEHICLE MANUFACTURING	\$2,000 - \$10,000	Stock		
NEWS CORP	NEWS	\$2,000 - \$10,000	Stock		
ELECTRONIC ARTS INC	VIDEO GAME	\$2,000 - \$10,000	Stock		
NORDSTROM INC	RETAIL	\$2,000 - \$10,000	Stock		
MICRON TECHNOLOGY INC	ROBOTICS/TECHNOLOGY	\$2,000 - \$10,000	Stock		

Schedule A-2

Common Reportable Interests:

- Filer's, spouse's/registered domestic partner's business
- Living trust holdings:
 - Real property
 - Investments – stock

Common Errors:

- Fair market value not reported
- Gross income received not reported
- Failure to disclose clients/income of \$10,000 or more
- Precise location of real property not reported

Schedule A-2

- Filer must list the specific name of each reportable single source of income or check the "none" box
- Filer must identify the precise location of property held by the business or trust (complete physical address or Assessor's Parcel Number)

SCHEDULE A-2
Investments, Income, and Assets
of Business Entities/Trusts
(Ownership Interest is 10% or Greater)

1. BUSINESS ENTITY OR TRUST

CLARK'S CONSULTING
Name
450 COMMERCE WAY, OAKLAND CA
Address (Business Address Acceptable)

Check one
 Trust, go to 2 Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

IT CONSULTING

FAIR MARKET VALUE **IF APPLICABLE, LIST DATE:**

\$0 - \$1,999 / / / /

\$2,000 - \$10,000 / / / /

\$10,001 - \$100,000 / / / /

\$100,001 - \$1,000,000 / / / /

Over \$1,000,000 / / / /

NATURE OF INVESTMENT
 Partnership Sole Proprietorship Other

YOUR BUSINESS POSITION **OWNER**

2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

\$0 - \$499 \$10,001 - \$100,000

\$500 - \$1,000 OVER \$100,000

\$1,001 - \$49,999

3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (When a separate client is necessary)

None or Names listed below

CLIENTS

4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:
 INVESTMENT REAL PROPERTY

5TH AVENUE
Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property

Description of Business Activity or City or Other Precise Location of Real Property

FAIR MARKET VALUE **IF APPLICABLE, LIST DATE:**

\$2,000 - \$10,000 / / / /

\$10,001 - \$100,000 / / / /

\$100,001 - \$1,000,000 / / / /

Over \$1,000,000 / / / /

NATURE OF INTEREST
 Property Ownership/Deed of Trust Stock Partnership

Leasehold 7% remaining Other

Check box if additional schedules reporting investments or real property are attached

ERROR!

ERROR!

Schedule B

Common Reportable Property:

- Rental property and vacant land (filer's personal residence is generally not reportable)

Common Errors:

- Precise location not reported
- Sources of rental income not reported
- Income from sale of real property sold during the reporting period not reported on Schedule C

Schedule B

Filers must identify the precise location (complete physical address or Assessor's Parcel Number)

ERROR!

SCHEDULE B
Interests in Real Property
(Including Rental Income)

▶ ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS
COUNTY ROAD #20

CITY
OAKLAND, CA

FAIR MARKET VALUE
 \$2,000 - \$10,000
 \$10,001 - \$100,000
 \$100,001 - \$1,000,000
 Over \$1,000,000

IF APPLICABLE, LIST DATE:
ACQUIRED _____ DISPOSED _____

NATURE OF INTEREST
 Ownership/Deed of Trust Easement
 Leasehold _____ Yrs. remaining _____ Other _____

IF RENTAL PROPERTY, GROSS INCOME RECEIVED
 \$0 - \$499 \$500 - \$1,000 \$1,001 - \$10,000
 \$10,001 - \$100,000 OVER \$100,000

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.
 None
MARY WINTERS

Schedule C

Common Reportable Interests:

- 50% of spouse's or registered domestic partner's income
- Proceeds from any sale, e.g., home or car

Common Errors:

- Name of spouse's or registered domestic partner's employer not reported
- Filer's, spouse's, or registered domestic partner's business reported on Schedule C, instead of Schedule A-2
- Gross income not reported

Schedule C

The filer must name the spouse's or partner's employer as the source of income—the spouse should not be listed as the source of income

ERROR!

SCHEDULE C
Income, Loans, & Business Positions
(Other than Gifts and Travel Payments)

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION
Name
RON CLARK

1. INCOME RECEIVED
NAME OF SOURCE OF INCOME
MITCHELL BURNHAM
ADDRESS (Business Address Acceptable)
784 SEASIDE DR, SAN FRANCISCO, CA
BUSINESS ACTIVITY, IF ANY, OF SOURCE
YOUR BUSINESS POSITION

GROSS INCOME RECEIVED No Income - Business Position Only
 \$500 - \$1,000 \$1,001 - \$10,000
 \$10,001 - \$100,000 OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED
 Salary Spouse's or registered domestic partner's income (For self-employed use Schedule A-2.)
 Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)
 Sale of **RENTAL HOME** (Real property, car, boat, etc.)
 Loan repayment
 Commission or Rental Income, list each source of \$10,000 or more
(Describe)
 Other (Describe)

1. INCOME RECEIVED
NAME OF SOURCE OF INCOME
SARAH CLARK
ADDRESS (Business Address Acceptable)
385 BRAXTON WAY, OAKLAND, CA
BUSINESS ACTIVITY, IF ANY, OF SOURCE
YOUR BUSINESS POSITION
CPA FIRM
ACCOUNTANT

GROSS INCOME RECEIVED No Income - Business Position Only
 \$500 - \$1,000 \$1,001 - \$10,000
 \$10,001 - \$100,000 OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED
 Salary Spouse's or registered domestic partner's income (For self-employed use Schedule A-2.)
 Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)
 Sale of (Real property, car, boat etc.)
 Loan repayment
 Commission or Rental Income, list each source of \$10,000 or more
(Describe)
 Other (Describe)

Schedule D

Common Reportable Interests:

- Tickets to entertainment events
- Gift cards, discounts, and meals

Common Errors:

- Value of gift not reported
- Date gift received not reported
- Description of gift not reported

Schedule D

Acronyms are not allowed unless it is a common one that any reasonable person understands, e.g., AT&T

SCHEDULE D
Income – Gifts

▶ NAME OF SOURCE (Not an Acronym)
PRIME CONSTRUCTION

ADDRESS (Business Address Acceptable)
18888 MCKEE ST, ROCKLIN, CA

BUSINESS ACTIVITY, IF ANY, OF SOURCE
CONSTRUCTION MANAGEMENT

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
11 / 21 / XX	\$ 250.00	NBA TICKETS
12 / 15 / XX	\$ 65.00	FRUIT BASKET
/ /	\$	

ERROR!

▶ NAME OF SOURCE (Not an Acronym)
ACF

ADDRESS (Business Address Acceptable)
15 OAK ST, WEST SACRAMENTO, CA

BUSINESS ACTIVITY, IF ANY, OF SOURCE
REAL ESTATE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
05 / 15 / XX	\$ 45.00	DINNER
08 / 20 / XX	\$ 350.00	PAINTING
/ /	\$	

Schedule E

Common Reportable Interests:

- Third party travel payments (not from the filer's agency)

Common Errors:

- Value of payment not reported
- Date of travel not reported
- Description of travel not reported
- Gift or income box not checked

Schedule E

When reporting income, the burden is on the official to determine whether he or she has provided equal or greater consideration for the payment

SCHEDULE E
Income – Gifts
Travel Payments, Advances,
and Reimbursements

▶ NAME OF SOURCE *(Not an Acronym)*
NATIONAL MANPOWER FOUNDATION

ADDRESS *(Business Address Acceptable)*
1400 MARKET STREET

CITY AND STATE
SAN DIEGO, CA 97625

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE(S): ____/____/____ - ____/____/____ AMT: \$ **725.00**
(If gift)

▶ MUST CHECK ONE: Gift -or- Income

Made a Speech/Participated in a Panel

Other - Provide Description
FLIGHT, ROOM AND BOARD

▶ If Gift, Provide Travel Destination _____

Amendments

- Notify filers who appear to have filed incomplete or incorrect statements
- May be filed at any time
- No fines for filing amendments
- Attach to originally filed statement
- Amendments filed by filers whose statements are forwarded to FPPC must be forwarded to FPPC within five days

Non-Filer Notice Guidelines

For statements maintained by the agency,

- Send written notification to annual non-filers within 30 or 120* days after the deadline
- Send a second notification within 30 or 60* days after the date of the first non-filer notification

**Agencies with 50 or fewer filers use the lesser number of days*

Enforcement Referrals


For statements maintained by the agency:

- Non-filers must be referred to FPPC's Enforcement Division
- Refer after sending at least two written notifications
- Make referral within 30 or 45* days after the second notification is sent
- **NEW:** Referrals must be submitted through the Enforcement Electronic Complaint System

**Agencies with 50 or fewer filers use the lesser number of days*


New Enforcement Non-Filer Referral Program

Non-Filer Enforcement Referral

 For Official Use Only.
The Referral section is only for use by Local and State Filing Officers and Officials.
Do not complete this section if you are trying to file a Complaint.

- SEI Non-Filer
 - Campaign Statement Non-Filer
 - Lobbying Report Non-Filer
 - Annual Fee

SEI Non-Filer Information

 For Official Use Only.
The Referral section is only for use by Local and State Filing Officers and Officials.
Do not complete this section if you are trying to file a Complaint.

Referral Details

- Annual SEI
- Assuming Office SEI
- Leaving Office SEI
- Candidate SEI

[Learn >> Guidance for Filing Officers >> Form 700 Filing Officer Duties](#)

Assessing or Waiving Late Fines

For statements maintained by the agency, fining is optional unless specific written notice is sent. If the agency fines, it should:

- Adopt written guidelines to ensure fines are assessed/waived on an impartial basis
- Assess fine AFTER statement is filed
- Fine \$10 per day, up to a maximum of \$100
- Not assess fines on filers whose statements are forwarded to FPPC

Form 700 Public Access

- All Form 700s are public documents
- Must be available during regular business hours no later than second business day after receipt
- No conditions on persons seeking access
- No information or identification required
- May not charge more than 10 cents per page for copies (may charge a \$5 retrieval fee for statements five or more years old)
- Must provide an un-redacted copy if requested

Website Notification

Cities and counties must post a notification that includes all of the following:

- List of elected officers' names and positions.
- Physical addresses for the FPPC and the city or county clerk's office.
- A link to the FPPC's website with a statement that some Form 700s may be available in electronic format.

Question

A reporter calls and requests a Form 700 for a board member. What do you do?

- a) Tell the reporter to call the FPPC
- b) Make a copy and email the Form 700 to the reporter
- c) Demand that the reporter submit a Public Records Act request

Form 700 Retention

- Originals – 7 years
- Copies – 4 years*
- After 2 years on file, statements may be put on a space saving device and originals may be discarded

**Filing officers are not required to keep copies of statements filed through the FPPC's electronic filing system*

www.fppc.ca.gov



Filing Officers' FPPC Contact Information

- FPPC's E-Filing System Questions: form700@fppc.ca.gov
- Cities A-M: Brianne Kilbane bkilbane@fppc.ca.gov
- Cities N-Z: Sonia Rangel srangel@fppc.ca.gov
- Counties: Gail Perry gperry@fppc.ca.gov
- Courts: Brianne Kilbane bkilbane@fppc.ca.gov
- Multi-County Agencies: Rene Robertson rrobertson@fppc.ca.gov
- General Questions: advice@fppc.ca.gov
- Advice Line: 866-275-3772
- Comments about Video: seminars@fppc.ca.gov

THANK YOU FOR WATCHING!

