Campaign Filing Officer Video

Presented by
External Affairs and Education Division
Fair Political Practices Commission
866-275-3772
advice@fppc.ca.gov
www.fppc.ca.gov

The following slides are visual aids used in FPPC videos only. They contain only highlights of selected provisions of the law; they do not carry the weight of the law.

1

The Fair Political Practices Commission

In the wake of the Watergate scandal, California voters passed Proposition 9 in 1974, known today as the Political Reform Act (the Act).

The FPPC was created to:

- Administer and enforce the Act, which includes laws related to campaign finance, conflicts of interest, and lobbying activity
- Inform and assist candidates and public officials in complying with these laws

2

What We'll Cover Today

- Filing Officer Duties
- Committee Types
- Filing Schedules
- Campaign Statements
- Statement Logs
- Reviewing Statements
- Public Access
- Retention
- Non-Filers
- After the Election
- FPPC Website

3

Filing Officer Duties

- Supply current forms & manuals
- Receive & review campaign statements
- Maintain a statement log & determine if filers have filed the required statements
- Request & accept amendments
- Notify non-filers & assess or waive late fines
- Refer non-filers to Enforcement
- Provide public access

4

Recipient Committee Types

Candidate Controlled Committees receive contributions to support the candidate's election.

General Purpose Committees receive contributions to support or oppose multiple candidates and/or ballot measures.

Primarily Formed

Ballot Measure Committees receive contributions to support or oppose one or more ballot measures being voted on in the same election.

Candidate Committees receive contributions to support or oppose a candidate or a group of local candidates being voted on in the same election but are not controlled by a candidate.

5

Non-Recipient Committee Types

Major Donor Committees are donors (e.g., individuals or businesses) that contribute $10,000 or more in a calendar year to candidates and committees.

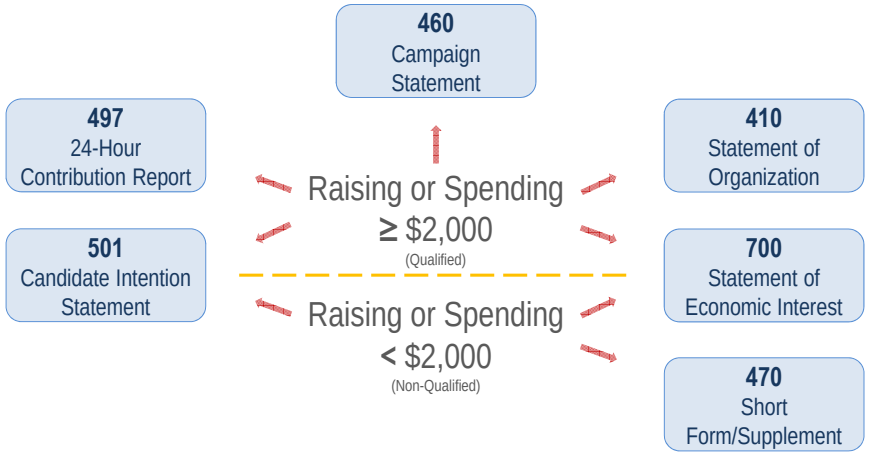
Independent Expenditure Committees, without coordinating with the affected candidate or measure committee, make expenditures totaling $1,000 or more in a calendar year for communications that expressly advocate support or opposition of the candidate or measure.

6

Commonly Used Forms

	Candidate Committee	Non-Qualified Candidate Committee	General Purpose Committee	Primarily Formed Committee	Major Donor Committee	Independent Expenditure Committee
501 Intention Statement	●	●				
470 Campaign Statement Short Form/Supplement		●				
410 Statement of Organization	●		●	●		
460 Campaign Statement	●		●	●		
497 24/hr Contribution Report	●		●	●	●	
425 or 450 Campaign Statements			●	●		
461 Campaign Statement					●	●
462 & 496 Independent Expenditure Reports			●	●	●	●
	Recipient				Non-Recipient	

Candidate Committees

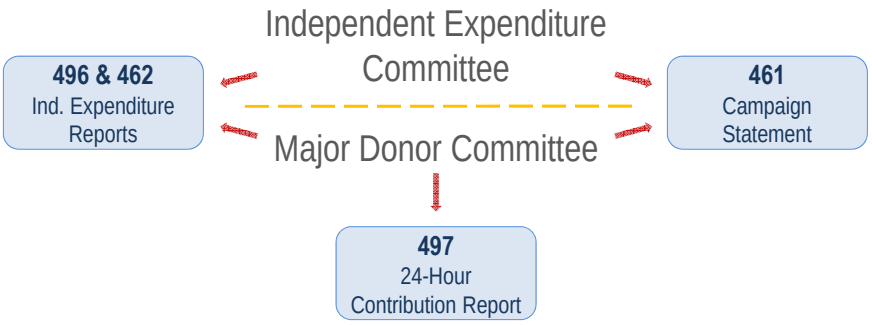


8

General Purpose & Primarily Formed Committees

9

Independent Expenditure & Major Donor Committees



10

Filing Schedule

Fair Political Practices Commission
Filing Schedule for
Candidates and Controlled Committees for Local Office
Being Voted on November 8, 2016

Deadline	*Period*	*Form*	*Notes*
Aug 1, 2016 *Semi-Annual*	* – 6/30/16	460	• All committees must file Form 460. • The July 31 deadline falls on a Sunday, so the deadline is extended to the next business day.
Within 24 Hours *Contribution Reports*	8/10/16 – 11/8/16	497	• File if a contribution of $1,000 or more in the aggregate is received from a single source. • File if a contribution of $1,000 or more in the aggregate is made to *another* candidate or ballot measure being voted on the November 8 ballot or to a political party committee. • The recipient of a non-monetary contribution of $1,000 or more must file a Form 497 within 48 hours from the time the contribution is received. • File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.
Sep 29, 2016 *1st Pre-Election*	7/1/16 – 9/24/16	460 or 470	• Each candidate listed on the ballot must file either Form 460 or Form 470 (see below).
Oct 27, 2016 *2nd Pre-Election*	9/25/16 – 10/22/16	460	• All committees must file this report. • Paper copies must be filed by personal delivery or guaranteed overnight service only.
Jan 31, 2017 *Semi-Annual*	10/23/16 – 12/31/16	460	• All committees must file unless the committee filed termination Forms 410 and 460 before December 31, 2016.

- **Local Ordinance:** Always check on whether additional local rules apply.
- *** Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to 24-hour independent expenditure reports (Form 496) and the deadline for the Form 497 that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a $10 per day late fine.
- **Method of Delivery:** All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a report may not be required if a local agency requires online filing pursuant to a local ordinance.

11

Filing Schedule Requests

Filing officers may request filing schedules for special elections. Send a request to advice@fppc.ca.gov and we will create a schedule for your election.

Requests must include:

- Jurisdiction's name
- Date of the election
- Date the election was called
- Purpose (i.e., ballot measure, candidate)

12

Statement Log

A filing officer's log is used to determine if the required statements have been filed.

The log should include:

- Name and address of the candidate or committee
- Office held or being sought, and/or ballot measure number
- Committee ID number
- Type of statement
- Reporting period
- Filing deadline
- Date filed

Note: Logs are public record and must be accessible to the public.

13

Sample Log

CANDIDATE COMMITTEES

					Late Notifications	
Name	Form No.	Period Covered	Deadline	Filed	1st	2nd
Bernhardt, Bryan	501 *	N/A	N/A	12/12/--		
	410 *	N/A	N/A	03/06/--		
	460 (Semi)	01/01/-- - 06/30/--	07/31/--	08/03/--	08/01/--	
	460 (Pre)	07/01/-- - 09/30/--	10/05/--	10/05/--		
	460 (Pre)	10/01/-- - 10/20/--	10/25/--	10/24/--		
	460 (Semi)	10/21/-- - 12/31/--	01/31/--	01/15/--		
Billings, Joel	501 *	N/A	N/A	11/30/--		
	410 *	N/A	N/A	02/10/--		
	460 (Semi)	01/01/-- - 06/30/--	07/31/--	10/05/--	08/01/--	09/15/--
	460 (Pre)	07/01/-- - 09/30/--	10/05/--	10/05/--		
	460 (Pre)	10/01/-- - 10/20/--	10/25/--	10/20/--		
	460 (Semi)	10/21/-- - 12/31/--	01/31/--	01/01/--		
Boris, Peter	501 *	N/A	N/A	12/12/--		
	410 *	N/A	N/A	03/06/--		
	460 (Semi)	01/01/-- - 06/30/--	07/31/--	7/31/--		
	460 (Pre)	07/01/-- - 09/30/--	10/05/--	10/05/--		
	460 (Pre)	10/01/-- - 10/20/--	10/25/--	10/25/--		
	460 (Semi)	10/21/-- - 12/31/--	01/31/--	01/31/--		

* Sample Log does not include all recommended fields due to presentation limitations

14

Form 700

Statement of Economic Interests

Candidates must file Form 700 by the Declaration of Candidacy filing deadline.

Filing officers will forward 87200 filers' statements to the FPPC, including:

- Mayors and City Council Members
- Board of Supervisors
- District Attorneys
- Statewide Officers
- Senate and Assembly Members
- Judges

Note: A candidate Form 700 is not required of incumbents who have filed assuming office or annual statements within 60 days of filing their Declaration of Candidacy.

15

Form 501

Candidate Intention Statement

Form 501 is filed by all candidates planning to run for office in an upcoming election.

- Must be filed before raising or spending **any** funds – including personal funds
- Not required if candidate will not receive contributions or spend personal funds (other than for filing or ballot statement fees)

16

Form 470

Campaign Statement Short Form

Form 470 is filed by candidates with no open committee who do not anticipate raising or spending $2,000 or more during the calendar year.

Must be filed by either

- First pre-election deadline
- July 31st

17

Form 470

Supplement

Candidates who raise or spend $2,000 or more after filing Form 470 must file Form 470 Supplement within 48 hours.

Filed with

- Secretary of State
- Local elections office
- Each of the candidate's opponents

18

Form 410

Statement of Organization

Recipient committees file Form 410 to register the committee and receive a committee ID number.

Must be filed within

- 10 days of qualifying
- 24 hours if qualifying within 16 days of the election

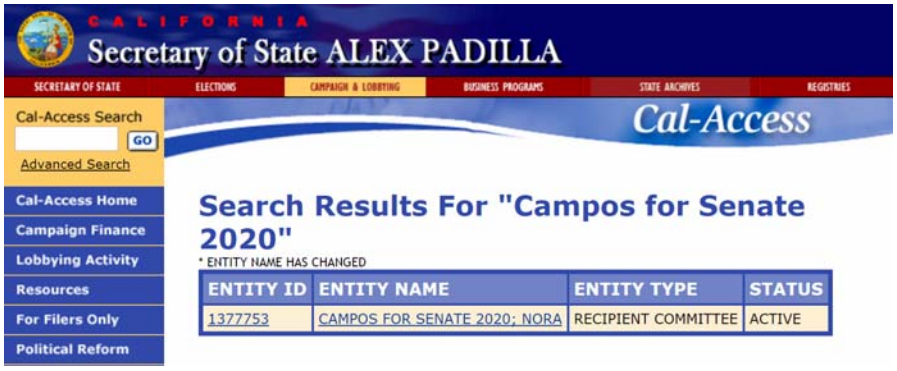
Filing location

- Original with Secretary of State
- Copy with local elections official

19

Committee ID Number

Upon receipt of the Form 410, the Secretary of State will assign a committee ID number. It will be available on their website www.cal-access.sos.ca.gov



Forms 496 & 497 – 24 Hour Reports

Period begins **90 days** before election and includes date of election

Form 496 - Independent Expenditures

- No weekend or holiday exceptions
- Filed with filing officer of affected candidate or measure committee

Form 497 - Contributions

- Deadline extended to next business day when it falls on weekends and state holidays – except for reports due the weekend before the election
- Filed with committee's regular filing officer

Method of Delivery

- Email, fax, personal delivery, guaranteed overnight service, or online, if available

21

Independent Expenditure or Contribution?

A payment made by a third party for a communication that expressly advocates support or opposition of a candidate or ballot measure must be reported as either:

- **Independent expenditure**: If the communication was not made at the behest of (or in coordination with) the candidate or measure committee.

Example: A committee invites all candidates to complete a questionnaire and then independently sends a mailing endorsing certain candidates.

- **Contribution**: If the communication was made at the behest of (or in coordination with) the candidate or measure committee.

Example: A committee asks the a candidates to pose for a mailer and asks the candidate's agent when the mailer should be sent and which neighborhood it should be sent to.

22

Form 460 – Campaign Statement

Form 460 is the main campaign report used to disclose the committee's activity during a specified period.

Form 460 is used to file the following statements:

- Pre-Election
- Quarterly and Semi-Annual
- Special Odd-Year Report
- Termination
- Amendment to a previously filed Form 460

23

Form 460 – Campaign Statement (continued)

Who must file it?

- Candidate Controlled Committees
- Primarily Formed Ballot Measure Committees
- Primarily Formed Candidate Committees
- General Purpose Committees

When is it filed?

At least semi-annually – by January 31 and July 31. Other deadlines vary depending on the type of committee. Consult applicable filing schedules for deadlines.

Note: Form 460 is not required for non-qualifying candidates (candidates who raise or spend less than $2,000).

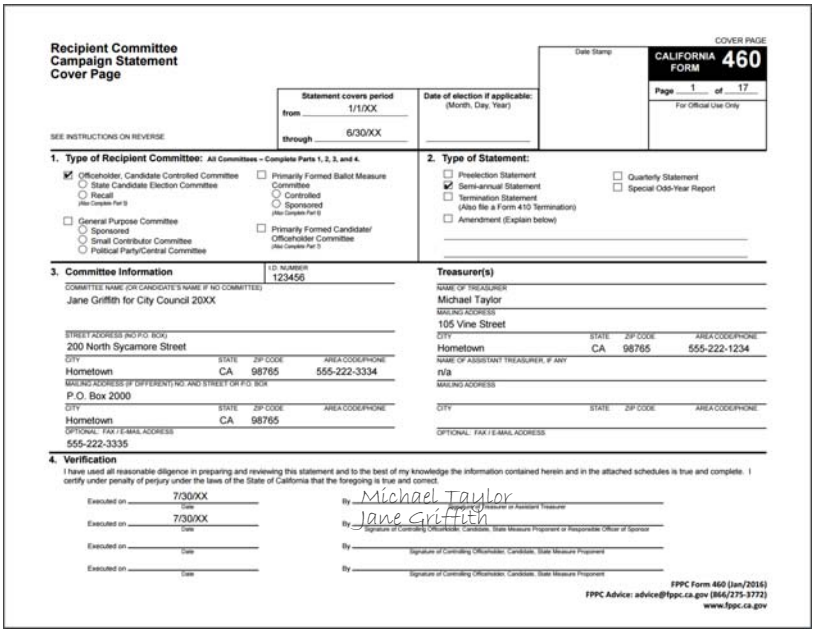
24

Reviewing the Form 460

- Review all original statements filed with your office
- Use the Form 460 Amendment Request Form as a reviewing tool
- Filing officers are not required to seek or obtain information to verify entries, conduct investigations, or check math

25

Form 460 - Cover Page



COVER PAGE

Recipient Committee Campaign Statement Cover Page

CALIFORNIA FORM **460**

Page 1 of 17

For Official Use Only

SEE INSTRUCTIONS ON REVERSE

Statement covers period: from 1/1/XX through 6/30/XX

Date of election if applicable: (Month, Day, Year)

1. Type of Recipient Committee: All Committees – Complete Parts 1, 2, 3, and 4.

- [x] Officeholder, Candidate Controlled Committee
  - ○ State Candidate Election Committee
  - ○ Recall
- [ ] General Purpose Committee
  - ○ Sponsored
  - ○ Small Contributor Committee
  - ○ Political Party/Central Committee
- [ ] Primarily Formed Ballot Measure Committee
  - ○ Controlled
  - ○ Sponsored
- [ ] Primarily Formed Candidate/ Officeholder Committee

2. Type of Statement:

- [ ] Preelection Statement
- [x] Semi-annual Statement
- [ ] Termination Statement (Also file a Form 410 Termination)
- [ ] Amendment (Explain below)
- [ ] Quarterly Statement
- [ ] Special Odd-Year Report

3. Committee Information

I.D. NUMBER: 123456

COMMITTEE NAME (OR CANDIDATE'S NAME IF NO COMMITTEE): Jane Griffith for City Council 20XX

STREET ADDRESS (NO P.O. BOX): 200 North Sycamore Street

CITY: Hometown | STATE: CA | ZIP CODE: 98765 | AREA CODE/PHONE: 555-222-3334

MAILING ADDRESS (IF DIFFERENT) NO. AND STREET OR P.O. BOX: P.O. Box 2000

CITY: Hometown | STATE: CA | ZIP CODE: 98765

OPTIONAL: FAX / E-MAIL ADDRESS: 555-222-3335

Treasurer(s)

NAME OF TREASURER: Michael Taylor

MAILING ADDRESS: 105 Vine Street

CITY: Hometown | STATE: CA | ZIP CODE: 98765 | AREA CODE/PHONE: 555-222-1234

NAME OF ASSISTANT TREASURER, IF ANY: n/a

MAILING ADDRESS

CITY | STATE | ZIP CODE | AREA CODE/PHONE

OPTIONAL: FAX / E-MAIL ADDRESS

4. Verification

I have used all reasonable diligence in preparing and reviewing this statement and to the best of my knowledge the information contained herein and in the attached schedules is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on 7/30/XX (Date) By Michael Taylor (Signature of Treasurer or Assistant Treasurer)

Executed on 7/30/XX (Date) By Jane Griffith (Signature of Controlling Officeholder, Candidate, State Measure Proponent or Responsible Officer of Sponsor)

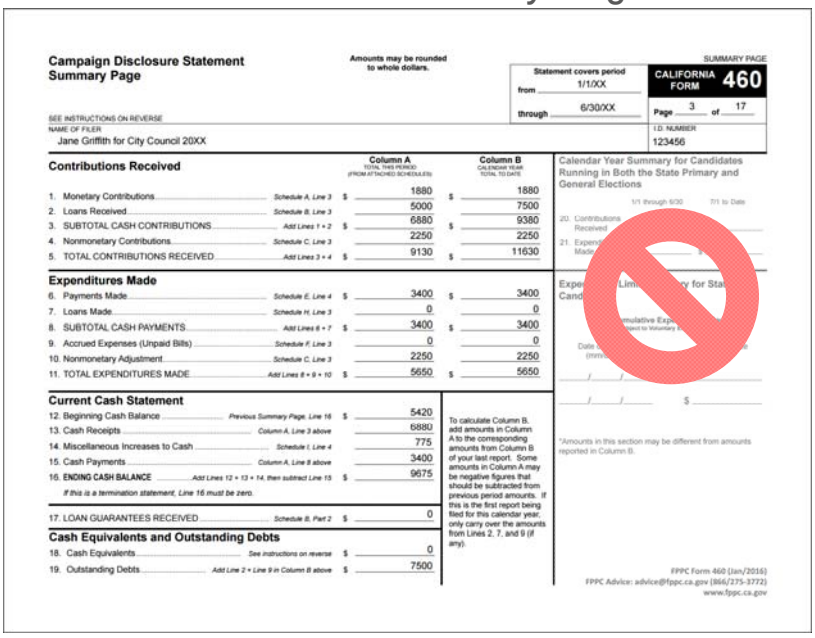
Executed on _____ (Date) By _____ (Signature of Controlling Officeholder, Candidate, State Measure Proponent)

Executed on _____ (Date) By _____ (Signature of Controlling Officeholder, Candidate, State Measure Proponent)

FPPC Form 460 (Jan/2016)
FPPC Advice: advice@fppc.ca.gov (866/275-3772)
www.fppc.ca.gov

26

Form 460 – Summary Page



Campaign Disclosure Statement
Summary Page

Amounts may be rounded to whole dollars.

SUMMARY PAGE

Statement covers period: from 1/1/XX through 6/30/XX

CALIFORNIA FORM 460

Page 3 of 17

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER: Jane Griffith for City Council 20XX

I.D. NUMBER: 123456

Contributions Received		Column A (TOTAL THIS PERIOD)	Column B (CALENDAR YEAR TOTAL TO DATE)
1. Monetary Contributions	Schedule A, Line 3	$ 1880	$ 1880
2. Loans Received	Schedule B, Line 3	5000	7500
3. SUBTOTAL CASH CONTRIBUTIONS	Add Lines 1 + 2	$ 6880	$ 9380
4. Nonmonetary Contributions	Schedule C, Line 3	2250	2250
5. TOTAL CONTRIBUTIONS RECEIVED	Add Lines 3 + 4	$ 9130	$ 11630
Expenditures Made			
6. Payments Made	Schedule E, Line 4	$ 3400	$ 3400
7. Loans Made	Schedule H, Line 3	0	0
8. SUBTOTAL CASH PAYMENTS	Add Lines 6 + 7	$ 3400	$ 3400
9. Accrued Expenses (Unpaid Bills)	Schedule F, Line 3	0	0
10. Nonmonetary Adjustment	Schedule C, Line 3	2250	2250
11. TOTAL EXPENDITURES MADE	Add Lines 8 + 9 + 10	$ 5650	$ 5650
Current Cash Statement			
12. Beginning Cash Balance	Previous Summary Page, Line 16	$ 5420	
13. Cash Receipts	Column A, Line 3 above	6880	
14. Miscellaneous Increases to Cash	Schedule I, Line 4	775	
15. Cash Payments	Column A, Line 8 above	3400	
16. ENDING CASH BALANCE (If this is a termination statement, Line 16 must be zero.)	Add Lines 12 + 13 + 14, then subtract Line 15	$ 9675	
17. LOAN GUARANTEES RECEIVED	Schedule B, Part 2	$ 0	
Cash Equivalents and Outstanding Debts			
18. Cash Equivalents	See instructions on reverse	$ 0	
19. Outstanding Debts	Add Line 2 + Line 9 in Column B above	$ 7500	

To calculate Column B, add amounts in Column A to the corresponding amounts from Column B of your last report. Some amounts in Column A may be negative figures that should be subtracted from previous period amounts. If this is the first report being filed for this calendar year, only carry over the amounts from Lines 2, 7, and 9 (if any).

Calendar Year Summary for Candidates Running in Both the State Primary and General Elections

1/1 through 6/30 | 7/1 to Date

20. Contributions Received

21. Expenditures Made

Expenditure Limitation Summary for State Candidates

Cumulative Expenditures Subject to Voluntary Expenditure Ceiling

Date Ceiling Reached (mm/dd/yyyy)

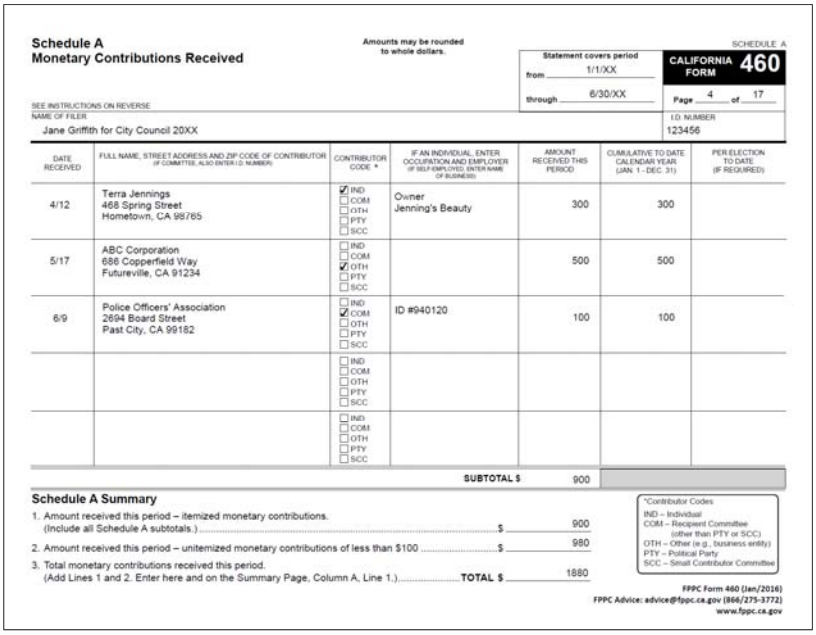
/ / $

*Amounts in this section may be different from amounts reported in Column B.

FPPC Form 460 (Jan/2016)
FPPC Advice: advice@fppc.ca.gov (866/275-3772)
www.fppc.ca.gov

27

Form 460 – Schedule A



Schedule A
Monetary Contributions Received

Amounts may be rounded to whole dollars.

SCHEDULE A

Statement covers period: from 1/1/XX through 6/30/XX

CALIFORNIA FORM 460

Page 4 of 17

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER: Jane Griffith for City Council 20XX

I.D. NUMBER: 123456

DATE RECEIVED	FULL NAME, STREET ADDRESS AND ZIP CODE OF CONTRIBUTOR (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	CONTRIBUTOR CODE *	IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)	AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TO DATE CALENDAR YEAR (JAN. 1 - DEC. 31)	PER ELECTION TO DATE (IF REQUIRED)
4/12	Terra Jennings 468 Spring Street Hometown, CA 98765	☑ IND ☐ COM ☐ OTH ☐ PTY ☐ SCC	Owner Jenning's Beauty	300	300	
5/17	ABC Corporation 686 Copperfield Way Futureville, CA 91234	☐ IND ☐ COM ☑ OTH ☐ PTY ☐ SCC		500	500	
6/9	Police Officers' Association 2694 Board Street Past City, CA 99182	☐ IND ☑ COM ☐ OTH ☐ PTY ☐ SCC	ID #940120	100	100	
		☐ IND ☐ COM ☐ OTH ☐ PTY ☐ SCC				
		☐ IND ☐ COM ☐ OTH ☐ PTY ☐ SCC				
			SUBTOTAL $	900		

Schedule A Summary

1. Amount received this period – itemized monetary contributions. (Include all Schedule A subtotals.)	$	900
2. Amount received this period – unitemized monetary contributions of less than $100	$	980
3. Total monetary contributions received this period. (Add Lines 1 and 2. Enter here and on the Summary Page, Column A, Line 1.)	TOTAL $	1880

*Contributor Codes
IND – Individual
COM – Recipient Committee (other than PTY or SCC)
OTH – Other (e.g., business entity)
PTY – Political Party
SCC – Small Contributor Committee

FPPC Form 460 (Jan/2016)
FPPC Advice: advice@fppc.ca.gov (866/275-3772)
www.fppc.ca.gov

28

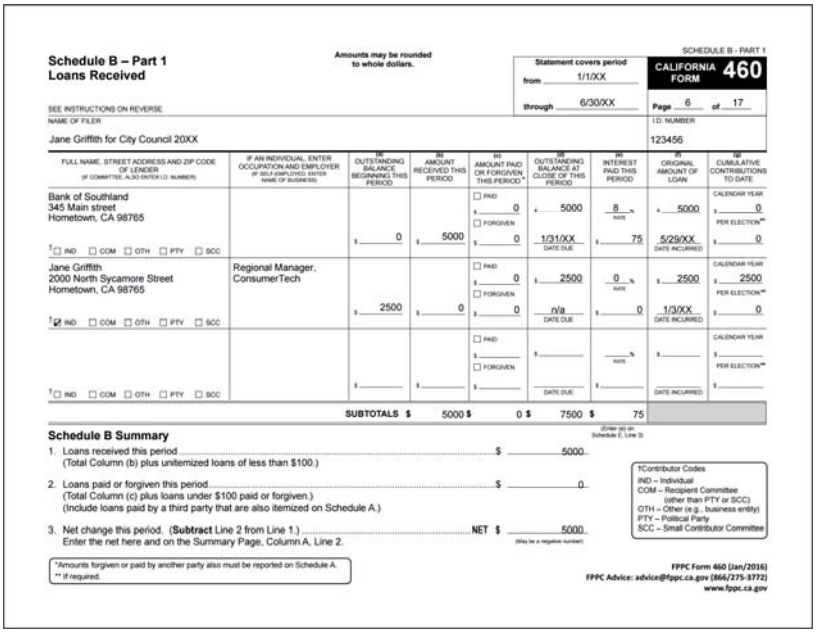
Form 460 - Donor Information

Committees must disclose the name and street address for contributors of $100 or more. If the contributor is an individual, they must also disclose their occupation and employer.

Correct	Incorrect
• Manager, Harvey's Hardware Store	• Manager
• Self-Employed, Jeanette's Boutique	• Owner
• Lawyer, Ortiz & Smith	• Next Door Neighbor
• Retired	• Friend
• Consultant, A Better Business Agency	• Consultant, ABBA (no acronyms)
• Self-Employed, No Separate Business Name	• Philanthropist
• Homemaker or Student	• Business Person
• Private Investor: stocks & bonds	• Entrepreneur
	• Investor

29

Form 460 – Schedule B



Schedule B – Part 1
Loans Received

Amounts may be rounded to whole dollars.

SCHEDULE B - PART 1

Statement covers period: from 1/1/XX through 6/30/XX

CALIFORNIA FORM 460

Page 6 of 17

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER: Jane Griffith for City Council 20XX

I.D. NUMBER: 123456

FULL NAME, STREET ADDRESS AND ZIP CODE OF LENDER (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)	(a) OUTSTANDING BALANCE BEGINNING THIS PERIOD	(b) AMOUNT RECEIVED THIS PERIOD	(c) AMOUNT PAID OR FORGIVEN THIS PERIOD*	(d) OUTSTANDING BALANCE AT CLOSE OF THIS PERIOD	(e) INTEREST PAID THIS PERIOD	(f) ORIGINAL AMOUNT OF LOAN	(g) CUMULATIVE CONTRIBUTIONS TO DATE
Bank of Southland 345 Main street Hometown, CA 98765 †☐ IND ☐ COM ☐ OTH ☐ PTY ☐ SCC		$ 0	$ 5000	☐ PAID $ 0 ☐ FORGIVEN $ 0	$ 5000 1/31/XX (DATE DUE)	8 % (RATE) $ 75	$ 5000 5/29/XX (DATE INCURRED)	CALENDAR YEAR $ 0 PER ELECTION** $ 0
Jane Griffith 2000 North Sycamore Street Hometown, CA 98765 †☑ IND ☐ COM ☐ OTH ☐ PTY ☐ SCC	Regional Manager, ConsumerTech	$ 2500	$ 0	☐ PAID $ 0 ☐ FORGIVEN $ 0	$ 2500 n/a (DATE DUE)	0 % (RATE) $ 0	$ 2500 1/3/XX (DATE INCURRED)	CALENDAR YEAR $ 2500 PER ELECTION** $ 0
†☐ IND ☐ COM ☐ OTH ☐ PTY ☐ SCC		$	$	☐ PAID $ ☐ FORGIVEN $	$ (DATE DUE)	% (RATE) $	$ (DATE INCURRED)	CALENDAR YEAR $ PER ELECTION** $
		SUBTOTALS $ 5000	$ 0		$ 7500	$ 75 (Enter (e) on Schedule E, Line 3)		

Schedule B Summary

1. Loans received this period (Total Column (b) plus unitemized loans of less than $100.) ..... $ 5000
2. Loans paid or forgiven this period (Total Column (c) plus loans under $100 paid or forgiven.) (Include loans paid by a third party that are also itemized on Schedule A.) ..... $ 0
3. Net change this period. (**Subtract** Line 2 from Line 1.) Enter the net here and on the Summary Page, Column A, Line 2. ..... NET $ 5000 (May be a negative number)

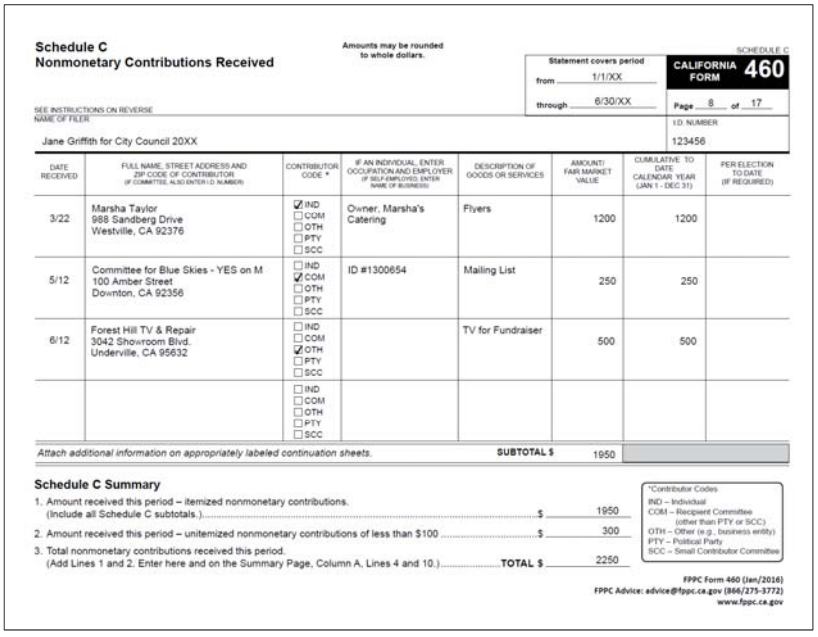
†Contributor Codes
IND – Individual
COM – Recipient Committee (other than PTY or SCC)
OTH – Other (e.g., business entity)
PTY – Political Party
SCC – Small Contributor Committee

*Amounts forgiven or paid by another party also must be reported on Schedule A.
** If required.

FPPC Form 460 (Jan/2016)
FPPC Advice: advice@fppc.ca.gov (866/275-3772)
www.fppc.ca.gov

30

Form 460 – Schedule C



Schedule C
Nonmonetary Contributions Received

Amounts may be rounded to whole dollars.

SCHEDULE C
CALIFORNIA FORM 460

Statement covers period: from 1/1/XX through 6/30/XX

Page 8 of 17

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER: Jane Griffith for City Council 20XX

I.D. NUMBER: 123456

DATE RECEIVED	FULL NAME, STREET ADDRESS AND ZIP CODE OF CONTRIBUTOR (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	CONTRIBUTOR CODE *	IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)	DESCRIPTION OF GOODS OR SERVICES	AMOUNT/ FAIR MARKET VALUE	CUMULATIVE TO DATE CALENDAR YEAR (JAN 1 - DEC 31)	PER ELECTION TO DATE (IF REQUIRED)
3/22	Marsha Taylor 988 Sandberg Drive Westville, CA 92376	☑ IND ☐ COM ☐ OTH ☐ PTY ☐ SCC	Owner, Marsha's Catering	Flyers	1200	1200	
5/12	Committee for Blue Skies - YES on M 100 Amber Street Downton, CA 92356	☐ IND ☑ COM ☐ OTH ☐ PTY ☐ SCC	ID #1300654	Mailing List	250	250	
6/12	Forest Hill TV & Repair 3042 Showroom Blvd. Underville, CA 95632	☐ IND ☐ COM ☑ OTH ☐ PTY ☐ SCC		TV for Fundraiser	500	500	
		☐ IND ☐ COM ☐ OTH ☐ PTY ☐ SCC					

Attach additional information on appropriately labeled continuation sheets. **SUBTOTAL $** 1950

Schedule C Summary

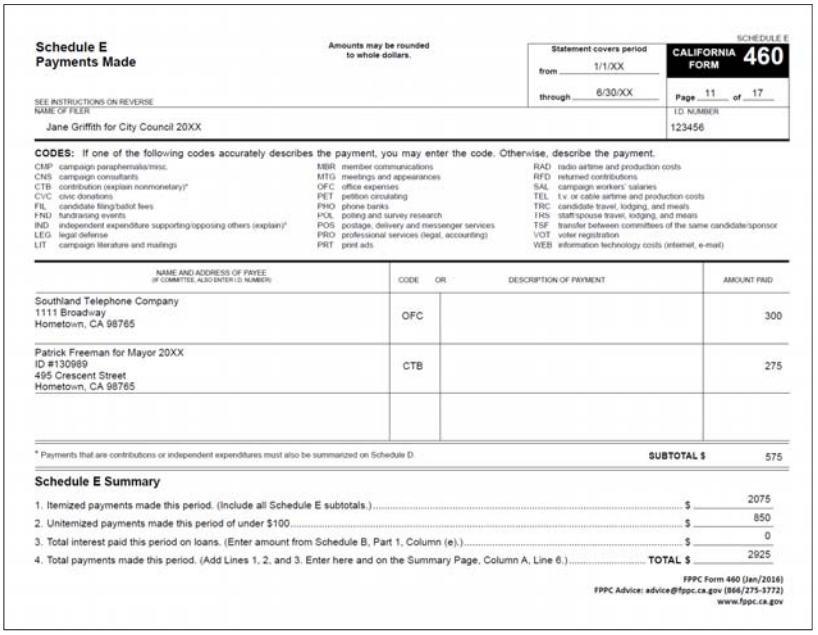
1. Amount received this period – itemized nonmonetary contributions. (Include all Schedule C subtotals.) $ 1950
2. Amount received this period – unitemized nonmonetary contributions of less than $100 $ 300
3. Total nonmonetary contributions received this period. (Add Lines 1 and 2. Enter here and on the Summary Page, Column A, Lines 4 and 10.) **TOTAL $** 2250

*Contributor Codes
IND – Individual
COM – Recipient Committee (other than PTY or SCC)
OTH – Other (e.g., business entity)
PTY – Political Party
SCC – Small Contributor Committee

FPPC Form 460 (Jan/2016)
FPPC Advice: advice@fppc.ca.gov (866/275-3772)
www.fppc.ca.gov

31

Form 460 – Schedule E



Schedule E
Payments Made

Amounts may be rounded to whole dollars.

SCHEDULE E
CALIFORNIA FORM 460

Statement covers period: from 1/1/XX through 6/30/XX

Page 11 of 17

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER: Jane Griffith for City Council 20XX

I.D. NUMBER: 123456

CODES: If one of the following codes accurately describes the payment, you may enter the code. Otherwise, describe the payment.

CMP	campaign paraphernalia/misc.	MBR	member communications	RAD	radio airtime and production costs
CNS	campaign consultants	MTG	meetings and appearances	RFD	returned contributions
CTB	contribution (explain nonmonetary)*	OFC	office expenses	SAL	campaign workers' salaries
CVC	civic donations	PET	petition circulating	TEL	t.v. or cable airtime and production costs
FIL	candidate filing/ballot fees	PHO	phone banks	TRC	candidate travel, lodging, and meals
FND	fundraising events	POL	polling and survey research	TRS	staff/spouse travel, lodging, and meals
IND	independent expenditure supporting/opposing others (explain)*	POS	postage, delivery and messenger services	TSF	transfer between committees of the same candidate/sponsor
LEG	legal defense	PRO	professional services (legal, accounting)	VOT	voter registration
LIT	campaign literature and mailings	PRT	print ads	WEB	information technology costs (internet, e-mail)

NAME AND ADDRESS OF PAYEE (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	CODE	OR	DESCRIPTION OF PAYMENT	AMOUNT PAID
Southland Telephone Company 1111 Broadway Hometown, CA 98765	OFC			300
Patrick Freeman for Mayor 20XX ID #130989 495 Crescent Street Hometown, CA 98765	CTB			275

* Payments that are contributions or independent expenditures must also be summarized on Schedule D. **SUBTOTAL $** 575

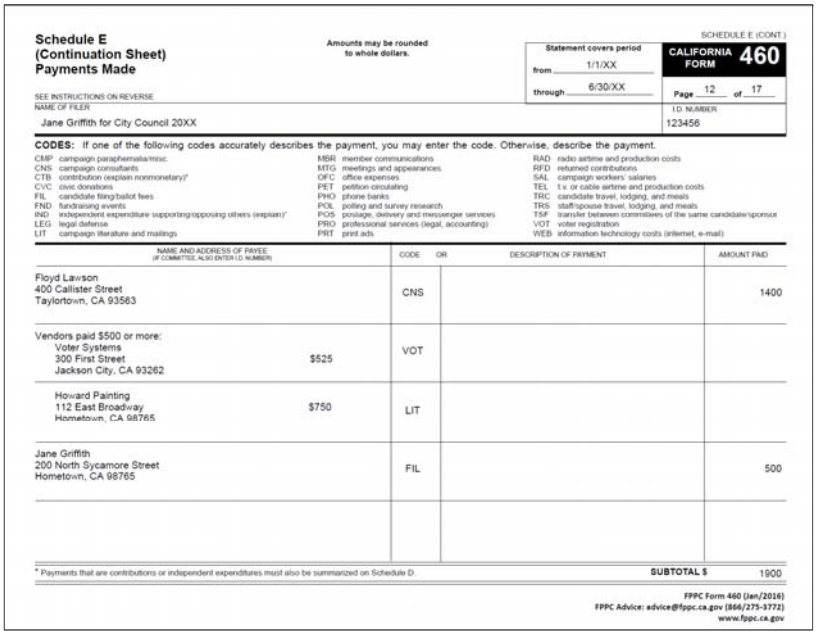
Schedule E Summary

1. Itemized payments made this period. (Include all Schedule E subtotals.) $ 2075
2. Unitemized payments made this period of under $100 $ 850
3. Total interest paid this period on loans. (Enter amount from Schedule B, Part 1, Column (e).) $ 0
4. Total payments made this period. (Add Lines 1, 2, and 3. Enter here and on the Summary Page, Column A, Line 6.) **TOTAL $** 2925

FPPC Form 460 (Jan/2016)
FPPC Advice: advice@fppc.ca.gov (866/275-3772)
www.fppc.ca.gov

32

Form 460 – Schedule E (continuation sheet)



Schedule E
(Continuation Sheet)
Payments Made

Amounts may be rounded to whole dollars.

SCHEDULE E (CONT.)

Statement covers period: from 1/1/XX through 6/30/XX

CALIFORNIA FORM 460

Page 12 of 17

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER: Jane Griffith for City Council 20XX

I.D. NUMBER: 123456

CODES: If one of the following codes accurately describes the payment, you may enter the code. Otherwise, describe the payment.

CMP	campaign paraphernalia/misc.	MBR	member communications	RAD	radio airtime and production costs
CNS	campaign consultants	MTG	meetings and appearances	RFD	returned contributions
CTB	contribution (explain nonmonetary)*	OFC	office expenses	SAL	campaign workers' salaries
CVC	civic donations	PET	petition circulating	TEL	t.v. or cable airtime and production costs
FIL	candidate filing/ballot fees	PHO	phone banks	TRC	candidate travel, lodging, and meals
FND	fundraising events	POL	polling and survey research	TRS	staff/spouse travel, lodging, and meals
IND	independent expenditure supporting/opposing others (explain)*	POS	postage, delivery and messenger services	TSF	transfer between committees of the same candidate/sponsor
LEG	legal defense	PRO	professional services (legal, accounting)	VOT	voter registration
LIT	campaign literature and mailings	PRT	print ads	WEB	information technology costs (internet, e-mail)

NAME AND ADDRESS OF PAYEE (IF COMMITTEE, ALSO ENTER I.D. NUMBER)		CODE	OR	DESCRIPTION OF PAYMENT	AMOUNT PAID
Floyd Lawson 400 Callister Street Taylortown, CA 93563		CNS			1400
Vendors paid $500 or more: Voter Systems 300 First Street Jackson City, CA 93262	$525	VOT			
Howard Painting 112 East Broadway Hometown, CA 98765	$750	LIT			
Jane Griffith 200 North Sycamore Street Hometown, CA 98765		FIL			500

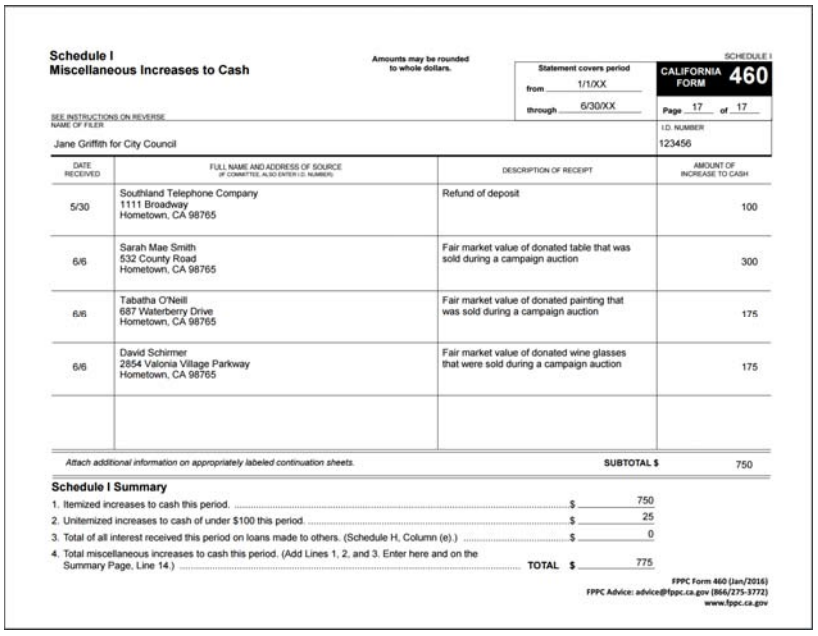
* Payments that are contributions or independent expenditures must also be summarized on Schedule D.

SUBTOTAL $ 1900

FPPC Form 460 (Jan/2016)
FPPC Advice: advice@fppc.ca.gov (866/275-3772)
www.fppc.ca.gov

33

Form 460 – Schedule I



Schedule I
Miscellaneous Increases to Cash

Amounts may be rounded to whole dollars.

SCHEDULE I

Statement covers period: from 1/1/XX through 6/30/XX

CALIFORNIA FORM 460

Page 17 of 17

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER: Jane Griffith for City Council

I.D. NUMBER: 123456

DATE RECEIVED	FULL NAME AND ADDRESS OF SOURCE (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	DESCRIPTION OF RECEIPT	AMOUNT OF INCREASE TO CASH
5/30	Southland Telephone Company 1111 Broadway Hometown, CA 98765	Refund of deposit	100
6/6	Sarah Mae Smith 532 County Road Hometown, CA 98765	Fair market value of donated table that was sold during a campaign auction	300
6/6	Tabatha O'Neill 687 Waterberry Drive Hometown, CA 98765	Fair market value of donated painting that was sold during a campaign auction	175
6/6	David Schirmer 2854 Valonia Village Parkway Hometown, CA 98765	Fair market value of donated wine glasses that were sold during a campaign auction	175

Attach additional information on appropriately labeled continuation sheets.

SUBTOTAL $ 750

Schedule I Summary

1. Itemized increases to cash this period.	$	750
2. Unitemized increases to cash of under $100 this period.	$	25
3. Total of all interest received this period on loans made to others. (Schedule H, Column (e).)	$	0
4. Total miscellaneous increases to cash this period. (Add Lines 1, 2, and 3. Enter here and on the Summary Page, Line 14.) TOTAL	$	775

FPPC Form 460 (Jan/2016)
FPPC Advice: advice@fppc.ca.gov (866/275-3772)
www.fppc.ca.gov

34

Public Access

Filing officers must ensure filed campaign statements are available to the public during regular business hours.

Filing officers may not

- Set conditions on public access
- Require information or identification from requesters
- Charge more than 10 cents per page for copies
- Redact any portion of the filed campaign statement prior to issuance

Note: You may charge a $5 fee per request for statements more than five years old.

35

Form Retention

Statements must be retained

- **Indefinitely** for mayors, city council members, and county supervisors
- **Ten years** for all statements filed electronically
- **Seven years** for other candidates and committees (i.e., school board, water district) that file original statements with you
- **Five years** for original campaign statements for defeated, non-incumbent candidates
- **Four years** for all "copies" of campaign statements you receive

Note: Statements may be transferred to a space-saving device after 2 years.

36

Managing Non-Filers

Filing officers are required to notify non-filers of their reporting obligations.

Notify non-filers by

- Telephone
- Email
- Written notice

Refer non-filers to the FPPC if the statement is not filed after sending your second written notice.

37

Assessing Late Fines

- No extensions of filing deadlines
- Develop a written policy for fining and implement consistently
- Fine starts the day after deadline, not the day after the candidate or committee is notified
- $10 per day for each day late (you may NOT assess more)
- Amount of fine assessed may not exceed the amount of the committee's receipts or expenditures during the reporting period, or $100, whichever is greater
- Form 470 filers may not be fined more than $100
- Deposit fines into agency's general fund

38

Post Election

Candidates

Successful

Form 460 Filer

- Continues filing 460 semi-annually until committee is terminated

Form 470 Filer

- Must file 470 by July 31 each year (not required if salary is less than $200 per month)

Defeated

Form 460 Filer

- Continues filing 460 semi-annually until committee is terminated

Form 470 Filer

- No further statements are required

39

Post Election

Primarily Formed & General Purpose Committees

- Continue filing at least semi-annually until the committee is terminated
- Committees should check the applicable filing schedule to determine if their activity triggers additional filing requirements

For these committees, leftover funds do not become surplus after the election.

40

Post Election

Committee Termination

The following criteria must be met in order to terminate a committee:

- No remaining funds
- Not receiving or planning to receive contributions
- Not making or planning to make expenditures
- Termination Forms 410 and 460 must be filed

There is no timeframe for terminating a local committee, but committees must continue to file campaign reports and pay the $50 annual fee until the committee terminates.

41

Campaign Statements

Electronic Filing

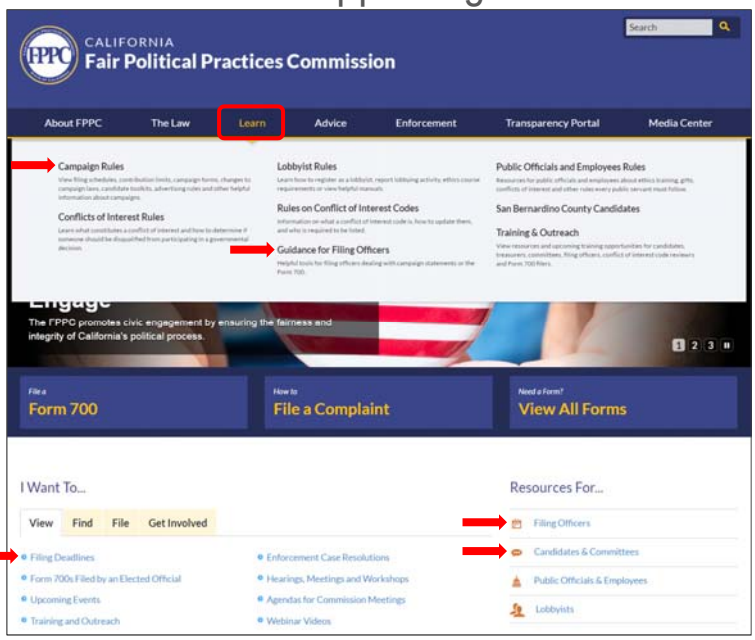
Local agencies may adopt an ordinance approving the use of an E-filing system if specific criteria are met, including:

- Complies with Secretary of State file format standards
- Meets specific data integrity & safeguard standards
- Allows free public access to E-filed statements
- Online statements do not include contributor addresses or bank account information

Filing officers are still required to provide un-redacted hard copies upon request.

42

www.fppc.ca.gov



43

Thank You for Watching!

Sign up for Twitter—get automatic updates

www.fppc.ca.gov

END OF PRESENTATION

44