

**Fair Political Practices Commission
Filing Schedule for
City General Purpose Recipient Committees &
City Major Donor and Independent Expenditure Committees
Making Contributions or Independent Expenditures in Connection with the November 3, 2015 City Elections**

<i>Deadline</i>	<i>Period</i>	<i>Form</i>	<i>Notes</i>
Jul 31, 2015 <i>Semi- Annual</i>	1/1/15 – 6/30/15	450, 460 or 461 & possibly 465	<ul style="list-style-type: none"> ▪ General Purpose Recipient Committees: Use Form 450 or Form 460. ▪ Major Donor and Independent Expenditure Committees: Use Form 461 ▪ 465: File if independent expenditures totaling \$1,000 or more are made.
Within 10 Days <i>Independent Expenditure Verification</i>	Ongoing	462	<ul style="list-style-type: none"> ▪ Committees making independent expenditures must file this form with the FPPC. ▪ Email only - no paper copy. ▪ Committees file only one Form 462 for each candidate or measure supported or opposed by an independent expenditure.
Within 24 Hours <i>Contribution/ Independent Expenditure Reports</i>	8/5/15 – 11/2/15	496 497	<ul style="list-style-type: none"> ▪ 496: File if independent expenditures of \$1,000 or more are made in connection with a candidate or measure on the November 3 ballot. ▪ 497: File if a contribution of \$1,000 or more is made in the aggregate to a candidate or measure on the November 3 ballot. ▪ File by personal delivery, e-mail, guaranteed overnight service, fax or online.
Sep 24, 2015 <i>Pre-Election</i>	7/1/15 – 9/19/15	450, 460 or 461 & possibly 465	<ul style="list-style-type: none"> ▪ Pre-Election Reports - File if contributions or independent expenditures totaling \$500 or more are made. <ul style="list-style-type: none"> ◦ General Purpose Recipient Committees: Use Form 450 or Form 460. ◦ Major Donor and Independent Expenditure Committees: Use Form 461. ▪ 465: File if independent expenditures totaling \$1,000 or more are made.
Oct 22, 2015 <i>Pre-Election</i>	9/20/15 – 10/17/15	450, 460 or 461 & possibly 465	<ul style="list-style-type: none"> ▪ Pre-Election Reports - File if contributions or independent expenditures totaling \$500 or more are made. <ul style="list-style-type: none"> ◦ General Purpose Recipient Committees: Use Form 450 or Form 460. ◦ Major Donor and Independent Expenditure Committees: Use Form 461. ▪ 465: File if independent expenditures totaling \$1,000 or more are made. File by personal delivery, guaranteed overnight service, or online.
Feb 1, 2016 <i>Semi-Annual</i>	thru – 12/31/15	450, 460 or 461 & possibly 465	<ul style="list-style-type: none"> ▪ All committees must file this report. ▪ General Purpose Committees: Use Form 450 or 460. ▪ Major Donor and Independent Expenditure Committees: Use Form 461. ▪ 465: File if independent expenditures totaling \$1,000 or more are made. ▪ The January 31, 2016 deadline falls on Sunday, so the deadline is extended to the next business day.

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- **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 is not required if a local agency requires online filing pursuant to a local ordinance.
- **Form 497 – 24-Hour Contribution Report:** File if a contribution of \$1,000 or more is made in connection with a candidate or measure being voted upon in another city, county or state special election, or **made to a political party committee** 90 days before a state special election in 2015.
- **Committee Status:** A city committee may make contributions and independent expenditures in connection with other elections. Generally, a city committee is one that spends more than 70% of its funds in connection with elections in one city. See FPPC Regulation 18227.5 to determine whether your committee is a city, county or state committee.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov, click on the [Campaign](#) link.
- **Form 511 - Paid Spokesperson Report:** File within 10 days of making an expenditure totaling \$5,000 or more to an individual to appear in an advertisement to support or oppose a ballot measure.
- As of August 2014, legislation is pending that may change the filing schedule.

- **Multi-Purpose Organizations (including non-profits):** Effective July 1, 2014, multi-purpose organizations making political contributions or expenditures are subject to new campaign disclosure rules. In general, an organization that uses its general dues account to make contributions or expenditures may qualify as a major donor or independent expenditure committee and report payments on Campaign Form 461. Such organizations qualify as a recipient committee if expenditures exceed \$50,000 in a calendar year or \$100,000 in four years. Organizations qualifying as a recipient committee may need to file reports disclosing contributors. Some organizations will not need to file the year-end semi-annual report. See the [Campaign Reporting Rules for Multipurpose Organizations](#) fact sheet for complete instructions.