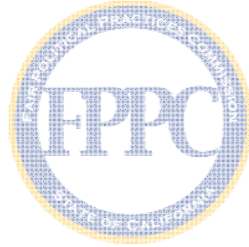


# Statements of Economic Interests (Form 700) Video for State Agency Filing Officers



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PRESENTED BY  
**EXTERNAL AFFAIRS AND EDUCATION DIVISION**  
FAIR POLITICAL PRACTICES COMMISSION

THE VISUAL AIDS USED IN FPPC PRESENTATIONS ARE GUIDES FOR TRAINING ONLY, AND CONTAIN ONLY HIGHLIGHTS OF SELECTED PROVISIONS OF THE LAW. THEY DO NOT CARRY THE WEIGHT OF THE LAW.

## Fair Political Practices Commission (FPPC)

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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

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

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# Purpose of Form 700

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- 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.

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## FPPC's Form 700 Electronic Filing System

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- 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

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## Types of Filers

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

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## Conflict of Interest Codes and Form 700

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- 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 California, but others will have limited disclosure

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## 87200 Filers

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Individuals holding these positions are required by State law to file Form 700. Including,

- Elected State Officers
- Public Utilities Commission Members
- State Energy Resources Conservation & Development Commission Members
- CA Coastal Commission Members
- High-Speed Rail Authority Members
- Public Investment Managers (CalPERS, CalSTRS)

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## 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

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## Form 804

### New Positions

- Identifies new positions involved in making or participating in 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 <b>804</b>
1. Agency Name (Also include Division, Department, or Region if applicable)				<input type="checkbox"/> Amendment
Department of General Services				Date of Original Filing: _____ (month, day, year)
Agency Contact Smith, Adam - Executive Director				
Phone Number (206) 555-6525		Email adam.smith@dgs.ca.gov		
2. New Position Information				
Position Title/Classification and Job Summary	Assigned Category	OR	Disclosure Requirement	Assuming/Start Date (Optional)
Data Processing Manager 3 (manages IT)	3			Start <u>03/03/XX</u> m / d / yr
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 department.  <i>(Alternately, attach a written explanation)</i>	Start <u>03/08/XX</u> m / d / yr

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# 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)  Amendment

Department of General Services Date of Original Filing: \_\_\_\_\_ (month, day, year)

Agency Contact: Brian Sheets

Phone Number: 555-555-5555 Email: bsheets@dgs.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

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## 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

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## 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](mailto:efiledform700@fppc.ca.gov)
- Update FPPC regularly about filer status
- Provide public access

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## 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

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## Forward These Statements to FPPC

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### 87200 FILERS

- Elected State Officers
- Public Utilities Commission Members
- State Energy Resources Conservation & Development Commissioners
- CA Coastal Commission Members
- Public Investment Managers (CalPERS, CalSTRS)
- High-Speed Rail Authority Members

### DESIGNATED EMPLOYEES

- Agency Head
- Board & Commission Members\*

*\*Check agency's code—place of filing paragraph. If original statements for board/commission members are not forwarded to FPPC, send copies to: [700copies@fppc.ca.gov](mailto:700copies@fppc.ca.gov)*

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## Pre-Filing Notification Guidelines

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- 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*

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## Filing Deadlines

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- 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

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## Exceptions to Filing Deadlines

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### **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.

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## 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

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## 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

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## Facial Review of the Form 700

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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

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## Full Review of the Form 700

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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

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# Form 700

Amendment Request/  
Review 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.  
 Investments 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 C**

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, the business entity and the income received from the business should be reported on Schedule A-2.  
 Other - see Comments.

# Cover Page

Do not forget to date stamp

**CALIFORNIA FORM 700** STATEMENT OF ECONOMIC INTERESTS  
 PUBLIC DOCUMENT

Date Initial Filing Received: \_\_\_\_\_  
 Other (No Fee)

COVER PAGE

NAME OF FILER (LAST) (FIRST) (MIDDLE) (TITLE)  
 CLARK RON W

1. Office, Agency, or Court  
 Agency Name (Do not use acronym)  
**DEPARTMENT OF SOCIAL SERVICES**  
 Division, Board, Department, District, if applicable Your Position  
**EXECUTIVE DIVISION EXECUTIVE DIRECTOR**

2. Jurisdiction of Office (Check at least one box)  
 State  Judge or Court Commissioner (Statewide Jurisdiction)  
 Multi-County  County of \_\_\_\_\_  
 City of \_\_\_\_\_  Other \_\_\_\_\_

3. Type of Statement (Check of least one box)  
 Annual: The period covered is January 1, 20XX, through December 31, 20XX.  
 Leaving Office: Date Left \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Assuming Office: Date assumed \_\_\_\_/\_\_\_\_/\_\_\_\_  
 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

Schedule A-1 - Investments - schedule attached  Schedule C - Income, Loans, & Business Positions - schedule attached  
 Schedule A-2 - Investments - schedule attached  Schedule D - Income - Gifts - schedule attached  
 Schedule B - Real Property - schedule attached  Schedule E - Income - Gifts - Travel Payments - schedule attached

None - No reportable interests on any schedule

5. Verification  
 BUSINESS ADDRESS: STREET CITY STATE ZIP CODE  
 5824 S STREET SACRAMENTO CA 95814  
 OFFICE TELEPHONE NUMBER ( 916 ) 555-5555 RCLARK@CDSS.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

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

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## 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

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## Schedule A-1: Excel Format

SCHEDULE A-1				CALIFORNIA FORM 700	
Investments Stocks, Bonds, and Other Interests (Ownership Interest is Less Than 10%) Do not attach brokerage or financial statements.				FAIR POLITICAL PRACTICES COMMISSION	
				NAME: Ron Clark	
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/yy/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		
MACYS	RETAIL	\$2,000 - \$10,000	Stock		
TUNDER ARMOUR	CLOTHING	\$2,000 - \$10,000	Stock		
TITBIT 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		

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## 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

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## 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)

ERROR!

ERROR!

**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, SACRAMENTO, CA**  
Address (Business Address Accepted)

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:  \$0 - \$1,000  \$1,001 - \$10,000  \$10,001 - \$100,000  \$100,001 - \$1,000,000  Over \$1,000,000

IF APPLICABLE, LIST DATE: \_\_\_\_\_

ACQUIRED  DISPOSED

NATURE OF INVESTMENT:  
 Partnership  Sole Proprietorship  Trust

YOUR BUSINESS POSITION: **OWNER**

**2. REPORT THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTIRETY)**

\$0 - \$499  \$500 - \$1,000  \$1,001 - \$100,000  OTHER \$100,000

**3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OR ASSET (Do NOT check a reportable asset if income is none or income based on a trust)**

None  Income based on a trust

**CLIENTS**

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

INVESTMENT  REAL PROPERTY

**5TH AVENUE**

Name of Business Entity, if investment, at:  
Investor's Complete Address (Include APN/Parcel Number, if Real Property)

Description of Business Activity at:  
City or Other Physical Location of Real Property

FAIR MARKET VALUE:  \$0 - \$1,000  \$1,001 - \$10,000  \$10,001 - \$100,000  \$100,001 - \$1,000,000  Over \$1,000,000

IF APPLICABLE, LIST DATE: \_\_\_\_\_

ACQUIRED  DISPOSED

NATURE OF INTEREST:  
 Property Ownership/Coed of Trust  Stock  Partnership

Leasehold  Other \_\_\_\_\_

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

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## 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

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## 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  
**PLACERVILLE, CA**

FAIR MARKET VALUE      IF APPLICABLE, LIST DATE:  
 \$2,000 - \$10,000      /      /      /  
 \$10,001 - \$100,000      /      /      /  
 \$100,001 - \$1,000,000      /      /      /  
 Over \$1,000,000      /      /      /  
ACQUIRED      DISPOSED

NATURE OF INTEREST  
 Ownership/Deed of Trust       Easement  
 Leasehold      Yes, 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**

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## 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

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## 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**  
FOR POLITICAL PRACTICES COMMISSION

Name  
**RON CLARK**

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**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, see Part 4.)  
 Loan repayment  
 Commission or  Rental Income, for 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, SACRAMENTO, CA**

BUSINESS ACTIVITY, IF ANY, OF SOURCE  
**CPA FIRM**

YOUR BUSINESS POSITION  
**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, see Part 4.)  
 Loan repayment  
 Commission or  Rental Income, for each source of \$10,000 or more  
(Describe)  
 Other (Describe)

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## 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

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## Schedule D

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

ERROR!

**SCHEDULE D**  
**Income – Gifts**

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▶ 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
__ / __ / __	\$ _____	_____

▶ 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
__ / __ / __	\$ _____	_____

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## 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

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## 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**

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▶ 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 \_\_\_\_\_

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## 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

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## Non-Filer Notice Guidelines

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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*

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## Enforcement Referrals

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For statements maintained by the agency:

- Non-filers must be referred to FPCC'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*

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## 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](#)

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## 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

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## Form 700 Public Access

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- 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

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## Question

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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

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## 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*

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www.fppc.ca.gov

CALIFORNIA  
Fair Political Practices Commission

About FPPC The Law Learn Advice Enforcement Transparency Portal Media Center

**Integrity & Transparency**  
The nonpartisan FPPC is the agency primarily responsible for the fair application, interpretation, and enforcement of the Political Reform Act.

File a Form 700 File a Complaint View All Forms

I Want To... Resources For...

View Find File Get Involved

- Filing Deadlines
- Form 700s Filed by an Elected Official
- Upcoming Events
- Training and Outreach
- Enforcement Case Resolutions
- Hearings, Meetings and Workshops
- Agendas for Commission Meetings
- Webinar Videos
- Filing Officers
- Candidates & Committees
- Public Officials & Employees
- Lobbyists

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## Contact Information

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- FPPC's E-Filing System Questions: [form700@fppc.ca.gov](mailto:form700@fppc.ca.gov)
- State Agency Filing Officer: Rene Robertson  
[rrobertson@fppc.ca.gov](mailto:rrobertson@fppc.ca.gov) or 916-324-3722
- Email: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)
- Advice Line: (866) 275-3772
- Website: [www.fppc.ca.gov](http://www.fppc.ca.gov)
- Comments about Video: [seminars@fppc.ca.gov](mailto:seminars@fppc.ca.gov)

THANK YOU FOR WATCHING!