**COMMITTEE REPORTS**

Typically, all general purpose and primarily formed ballot measure committees (state and local) use the Recipient Campaign Statement (Form 460) to report campaign activity for all semi-annual, quarterly, and pre-election statements. Committees formed to support or oppose a LAFCO proposal use the Form 460 to report campaign activity on a monthly basis.

The Form 460 is the main campaign disclosure report and provides the public with an overview of the committee’s activity, including money coming in and money going out, during a specified reporting period established by law. The report must include all activity during the specified reporting period, even if it was previously reported. For example, a contribution that was already reported on a Form 497 (24-Hour Contribution Report) must still be reported on the committee’s next Form 460.

Committees with minimal activity in a reporting period may be eligible to use the Form 450 (Committee Campaign Statement – Short Form) instead of the Form 460. A committee with no activity may file the Form 425 (Semi-Annual Statement of No Activity) as a semi-annual statement. The form simply requires the committee’s name and address and the treasurer’s signature.

The forms reviewed in this chapter can be accessed from the FPPC website. Software programs are also available for purchase. The FPPC does not endorse any specific programs. A list of vendors is available on the Secretary of State’s website.

**Quick Tip**

Often times, a committee’s first report of contributions received is the Form 497 (24-Hour Contribution Report). (See Chapter 8.)
A. Completing the Form 460 Cover Page

Statement Covers Period
If this is the first report of the calendar year, the “from” date should be January 1. Otherwise, this date should be the day after the closing date of the most recently filed campaign statement.

The closing date is identified on the FPPC filing schedule.

Date of Election
When filing a preelection statement in connection with an election, provide the date of the election.

B. Type of Recipient Committee

A primarily formed ballot measure committee must check whether it is also controlled or sponsored, if applicable. (See Chapter 1.)

A general purpose ballot measure committee will mark the General Purpose Committee box and check sponsored, if applicable. If the committee is controlled by a candidate, mark the box above titled Officeholder, Candidate Controlled Committee.
Part 2: Type of Statement

The filing schedule will identify the name of the type of statement (e.g., pre-election, semi-annual).

Part 3: Committee Information and Treasurer(s)

This entire section must be completed and should include the same information as provided on the committee’s most recently filed Statement of Organization, Form 410. If the committee has not yet received an identification number from the Secretary of State, enter “pending” in the “I.D. Number” box.

Part 4: Verification

The committee treasurer or the assistant treasurer listed on the committee’s Statement of Organization, Form 410, must complete the verification. The statement is signed under penalty of perjury that the information is true and correct.

If three or fewer officeholders/candidates or state ballot measure proponents controls the committee, the officeholders/candidates must also complete the verification. If there are more than three officeholders/candidates controlling the committee, one may complete the verification on behalf of the others.

If the committee is sponsored and the sponsor is reporting contributions received through the sponsor or made by the sponsor, the responsible officer must also complete the verification.

B. Amending Form 460

To change or provide information missing from a previously filed Form 460 or Form 450, complete a new Cover Page and check the “Amendment” box under “Type of Statement.” Also check the box showing the type of statement being amended (e.g., pre-election, semi-annual) and enter the period covered by the statement being amended. Provide a brief explanation of the amendment and attach the schedule(s) being amended, including the summary page, if applicable. File the amendment with each of the filing officers that received the original filing.

To amend a report filed electronically with the Secretary of State, a complete replacement filing is required.
Part 5: Officeholder or Candidate Controlled Committee

Do not complete this section.

Part 6: Primarily Formed Ballot Measure Committee

A general purpose ballot measure committee may identify the general issues but is not required to complete Part 6. As reviewed later, a general purpose ballot measure committee controlled by a state candidate/officeholder must specifically identify, for certain expenditures, the measure(s) associated with the expenditure.

Part 7: Primarily Formed Candidate/Officeholder Committee

Do not complete this section.
C. Completing the Form 460 Summary Page

The Summary Page provides an overview of the committee’s financial activities and must be completed for each filing.

Column A – Total This Period

This column reflects the committee’s activity during the current reporting period as reported on Schedules A through I. If there is no activity to report on a particular schedule, enter a zero or the word “none” on the appropriate line in Column A. There should be no blank lines.

Column B – Total to Date

This column generally reflects the cumulative total since January 1 of the current calendar year. However, if the committee began raising funds in connection with the qualification of a measure that extends into two calendar years, the contributions and expenditures must be cumulated beginning January 1 of the year the committee began raising funds.

Add the totals from Column B of the committee’s last campaign statement (if any) to the corresponding amounts in Column A. If this is the first report being filed for a calendar year, only carry forward the amounts for loans and accrued expenses reported on Lines 2, 7, and 9 of Column B (if any) from the committee’s last statement. (Note: The amounts reported on Lines 2, 7, and 9 of Column B should be the same as the total outstanding amounts disclosed.

To calculate Column B, add amounts in Column A to the corresponding amounts from Column B of the 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).

*Amounts in this section may be different from amounts reported in Column B.
in column (d) of Schedules B, F, and H, respectively, of the current report.)

When loans (Schedules B and H) and accrued expenses (Schedule F) are paid, the figures to be carried from the schedules to Lines 2, 7, and 9 of Column A may be negative numbers. In this case, be sure to show them as negative figures on the Summary Page (e.g., with a minus sign (-) or in parentheses), and subtract them when totaling Columns A and B.

**Lines 1-5 (Contributions Received)**
Collectively, these lines represent contributions received: monetary, nonmonetary, and loans.

**Lines 6-11 (Expenditures Made)**
Collectively, these lines represent expenditures made: payments, loans made, accrued expenses (bills that are still outstanding), and nonmonetary adjustments.

**Lines 12-16 (Current Cash Statement)**
The Current Cash Statement section should accurately reflect the committee’s cash condition position at the end of the reporting period. If deposits or expenditures have been made that have not cleared the account, the committee’s bank balance may not match the ending cash balance.

Beginning and ending cash balances should include the total amount of funds in the committee’s campaign checking and savings accounts, plus any investments that can be readily converted to cash, such as certificates of deposit, money market accounts, stocks and bonds, etc.

**Line 12 (Beginning Cash Balance)**
The beginning cash balance must be the same as the ending cash balance reported on Line 16 of the previously filed statement’s Summary Page.

If this is the first statement of the calendar year and no previous statement was filed but money was raised or spent in the previous reporting period enter the amount of cash on hand on December 31. Otherwise, enter zero.

**Line 13 (Cash Receipts)**
This amount represents the total of all monetary contributions and loans received during the reporting period. Do not include nonmonetary contributions.

**Line 14 (Miscellaneous Increases to Cash)**
This amount represents increases to the committee’s cash position that are not contributions, loans, or repayments of loans made to others. Miscellaneous Increases to Cash include, for example, interest received to a bank account, refunds received from vendors, and proceeds from the sale of campaign property or auction items. The amount is carried forward from Schedule I, Miscellaneous Increases to Cash.

Together, Lines 13 and 14 reflect all money that has been received during the current reporting period.

**Line 15 (Cash Payments)**
This figure represents the total amount the committee has spent during the reporting period, including loans made and any accrued expenses paid.
**Line 16 (Ending Cash Balance)**

This amount represents the total of Lines 12, 13, and 14 minus Line 15. The amount reported on Line 16 must equal the total amount of cash the committee has in its campaign bank account and the amount of all funds held in interest bearing accounts, certificates of deposit, money market accounts, shares in government bonds, or any other investments that can be readily converted to cash.

If this is a termination statement, Line 16 must be zero.

**Line 17 (Loan Guarantees Received)**

This figure is carried forward from Schedule B, Part 2. The amount represents the total of all loan guarantees, endorsements, or security received during the period.

**Line 18 (Cash Equivalents)**

This figure includes investments that cannot be readily converted to cash as well as the balance due on all outstanding loans the committee has made to others.

Do not include any amount that is invested in interest bearing accounts, certificates of deposit, money market accounts, or any other investments that can be readily converted to cash. This amount should be part of the ending cash figure reported on Line 16.

**Line 19 (Outstanding Debts)**

Report the total of all money owed by the committee. Using Column B, add Line 2 (loans received) and Line 9 (accrued expenses).

**Lines 20, 21 & 22**

These lines are for certain state candidate election committees. Ballot measure committees do not complete.

Note: The figures on the Summary Page illustration are representative, but not exact, from the examples in this manual.
Answering Your Questions

A. Is there any circumstance when Line 16, Ending Cash Balance, would be a negative amount?

If you report a negative amount on Line 16, this means that either you have made a mathematical error in your calculations or the committee’s bank account is overdrawn. Rounding off also may cause a small negative in the cash on hand balance.

B. Is there any circumstance when an amount in Column A would be negative?

Yes. When you are reporting loans and accrued expenses, as these are paid down, the amount reflected in Column A may be a negative amount.

C. What should I do if I am unable to balance my accounting records by the filing deadline?

Since the Political Reform Act does not provide for extensions of a filing deadline, complete the statement as accurately as you can and file an amendment with the corrections as soon as possible.

D. What is the most common mistake made on the Summary Page?

Committees often report loan repayments twice, once on Schedule E and again on Schedule B. A loan repayment should only be reported on Schedule B.
D. General Rules for Reporting Contributions Received

Chapter 3 provides detailed information on the following topics and other contribution reporting rules. The information below is only a quick recap of some of the rules.

$5,000 Contributor – Major Donor Notice

If $5,000 or more is received from a single source in a calendar year, a “major donor” notice must be sent to the contributor. Do not send the notice if the contribution is from another recipient committee.

Joint Checking Account

If a check is received that is imprinted with two individuals’ names, report the contribution as coming from the person who signed the check. However, if both signed the check, or one has signed the check but both have signed an accompanying document indicating that the contribution is from both, then report 50% of the contribution coming from the one individual and 50% coming from the other unless the document attributes specific amounts to each contributor.

Intermediary

If a contribution of $100 or more is received from someone who is acting as an intermediary, disclose both the true source of the contribution and the intermediary. Failure to report the true source of a contribution is a serious violation of the law.

Contribution Limits

Contributions to a state candidate controlled ballot measure committee from another state candidate controlled committee are subject to the $4,100 limit, as adjusted. Refer to the FPPC contribution limits chart at www.fppc.ca.gov. In addition, contribution limits of $34,000, as adjusted, may apply if a committee, at the behest of a state candidate, makes a payment of $50,000 or more for a communication featuring the state candidate 45 days before his or her election.

Ex 9.1 – Sarah Honey made a contribution to your committee and notified you that she would later be reimbursed by her employer, Hilltop Dairy. Your committee will report Hilltop Dairy, and its address, as the source of the contribution and also disclose Sarah as the intermediary, providing her address, occupation, and employer.
A state candidate/officeholder is not subject to a contribution limit for personal loans made to his/her controlled ballot measure committee. See Government Code Sections 85305, 85307 and 85310.

Aggregating Contributions

There are a variety of situations in which two or more contributions must be aggregated for reporting purposes. For example, when an individual, who is the sole proprietor of a company, makes a contribution from company funds and another contribution from personal funds, these contributions are added together for reporting purposes. See Chapter 3 for additional information and examples.

There are special rules for “major donors” (generally these are individuals and business entities that make contributions totaling $10,000 or more in a calendar year) when they make contributions that are subject to aggregation. The major donor must notify each committee to which it makes a contribution of the name under which the major donor is filing its report (Form 461). The recipient of the contribution must identify the name of the “filer” and the name of the contributor, if that is different than the name of the filer.

Contributor Information

A contribution of $100 or more must be returned to the contributor within 60 days of receipt if the contributor’s name, address, and, if the contributor is an individual, his or her occupation and employer are not in the committee’s records. (See Chapter 2.)

Reporting Cumulative Amounts

Contributions from the same source are cumulated from January 1 through December 31 unless the committee began raising funds in connection with the qualification of a measure that extends into two calendar years. In that case, the period over which contributions are cumulated begins January 1 of the year the committee began raising funds.
Returned Contributions

Not Deposited: A contribution need not be reported if it is returned to the contributor prior to depositing it and prior to the closing date of the campaign statement on which it would otherwise be reported. A contribution of $1,000 or more received within 90 days of an election is not required to be reported if it is not deposited, negotiated, or cashed and is returned to the contributor within 24 hours of receipt.

Deposited, Negotiated, or Returned After Closing Date: Contributions that have been deposited or negotiated, or which were not returned prior to the closing date of the campaign statement, are reported on Schedule A. If the contribution is returned within 30 days of receipt, and within the reporting period, the return may be shown as a negative figure on Schedule A. Otherwise, report the return of the contribution on Schedule E.

Returned for Insufficient Funds: If a check is returned from the bank for insufficient funds and the committee returns the check to the contributor during the same reporting period, both the receipt and the return of the contribution may be reported on Schedule A with the return shown as a negative amount. Otherwise, the return is reported on Schedule E.

Enforceable Promises

If a contribution is received in the form of an “enforceable promise” that has not been paid during the period, report the contribution as a memo entry on Schedule A.

Disclose the date of the promise, all of the required information about the contributor, and the amount promised, but do not include the amount in the summary totals. When the contributor makes the actual payment, fully disclose the contribution on Schedule A, if the payment is made to the committee, or on Schedule C, if the contributor pays the vendor directly, and include the amount in the appropriate summary section.
Reporting Funds Received Before Committee is Formed

A group that forms for the sole purpose of beginning a ballot measure campaign and receives funds prior to the time the issue becomes an official ballot measure (e.g., petition circulation drive begins) must disclose the early contributors on the committee’s first report.

Donor Disclosure for Multi-Purpose Organizations

A multi-purpose organization that qualifies as a recipient committee (see Chapter 1) must identify its funding sources for contributions and independent expenditures made. Regulation 18412 requires that the donors are disclosed as follows:

1. **Donors Giving for Political Purposes.** All payments for which the donor has expressly given for political purposes must be reported in full. State the full amount given and identifying information for all donors who make payments to the organization for political purposes in California.

2. **LIFO Donors.** Report donors using a “last in, first out” accounting method to identify donors when the funds described above do not cover the entire amount of the contribution or independent expenditure made by the organization, until a sufficient number of donors have been identified as contributors to account for the contribution or independent expenditure. Donor identification starts with the date the political expenditure was made. Only donors of $100 or more in a calendar year must be itemized.

3. **Organization Itself.** If these two classes of contributors do not account for the full balance of the group’s expenditures, the organization will identify itself as a contributor of the remaining balance.
Reporting Tips:

- **Foundation or Restricted Funds.** An organization need not identify a donor as a “contributor” if the organization has evidence clearly establishing that the particular donor did not intend for the donation to be used for political purposes and the organization did not use the funds for such purposes.

- **Income Producing Funds.** An organization that uses funds gained through “income producing” activities for all of its political expenditures do not register as a recipient committee because its income was not received from “contributors”. However, if the organization makes contributions of $10,000 or more or makes independent expenditures of $1,000 or more, the organization may qualify as a “major donor committee” or an “independent expenditure committee.” (See Chapter 1.)

- **Federal PACs.** A federal campaign committee that is itemizing contributions at $200 on its monthly Federal Election Commission reports does not have to re-itemize contributions for its reports filed with the Secretary of State; it may refer to its federal reports (giving its name and Federal ID #) for contributor disclosure.
Schedule A

Monetary Contributions Received

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Full Name, Street Address and Zip Code of Contributor</th>
<th>Contributor Code *</th>
<th>IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)</th>
<th>Amount Received This Period</th>
<th>Cumulative to Date Calendar Year (Jan. 1 - Dec. 31)</th>
<th>Per Election To Date (If Required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/10/XX</td>
<td>Jessie Diaz 231 Oak Street Folsom, CA 95630</td>
<td>Nd</td>
<td>Retired</td>
<td>$50</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>7/30/XX</td>
<td>Education Leaders Assoc. PAC (ID# 13221XX) 1600 R Street, Suite 200 Sacramento, CA 95815</td>
<td>Nd</td>
<td></td>
<td>$250,000</td>
<td>$854,500</td>
<td></td>
</tr>
<tr>
<td>8/12/XX</td>
<td>L.A. County Educators SCC (ID# 12435XX) 725 S. Spring Avenue Los Angeles, CA 90013</td>
<td>Nd</td>
<td></td>
<td>$100,000</td>
<td>$200,000</td>
<td></td>
</tr>
<tr>
<td>8/22/XX</td>
<td>Alameda County Libertarian Central Committee 955 Harbor Blvd. (ID# 12743XX) Oakland, CA 94607</td>
<td>Nd</td>
<td></td>
<td>$50,000</td>
<td>$100,000</td>
<td></td>
</tr>
<tr>
<td>9/15/XX</td>
<td>Bridges Electric Company 1313 Main Street Ventura, CA 93002</td>
<td>Nd</td>
<td></td>
<td>$2,000</td>
<td>$2,000</td>
<td></td>
</tr>
</tbody>
</table>

| Subtotal $ | 402,050 |

E. Completing the Form 460 Schedule A

Monetary Contributions Received

Report monetary contributions the committee has received on Schedule A, except for loans (reported on Schedule B). Receipt of repayments for loans made is reported on Schedule H, and miscellaneous receipts are reported on Schedule I.

Date Received

List the date the committee obtained possession or control of the contribution. For instance, in the case of a check, report the date the check was received, which may differ from the date the check was written or the date the check was deposited.

For contributions received by electronic transaction (such as credit card, debit account, or wire transfer, including those received over the Internet), report the date the committee received or had control of the credit/debit account information or other payment information, or the date the committee received or had control of the funds, whichever is earlier. Chapter 2 has a list of examples.
Contributor Information

Itemize persons and organizations who have contributed to the committee a cumulative amount of $100 or more during the calendar year. Provide each contributor's name, street address, city, state, and zip code. Remember to maintain the names and addresses of contributors of $25 or more in your records.

Quick Tip

Some local agencies require itemization below $100.

Contributor Codes

For each itemized contributor, check the box indicating whether the contributor is an individual, a committee, or "other" (such as a business entity), or a political party. The code “SCC” refers to state small contributor committees.

Quick Tip

Report on Schedule A contributions received from the controlling candidate's election campaign to the same candidate's ballot measure committee. Contribution limits of $4,100, as adjusted, apply from other controlled election committees.

Occupation and Employer, I.D. Number, and Intermediary Information

If the contributor is an individual, provide the individual's occupation and employer. If the contributor is self-employed, provide the name of the business. Do not leave this blank. If this information has not yet been obtained, enter "requested" or similar language in this column and amend Schedule A when the information has been received.

If the contributor is a recipient committee, report that committee's identification number. If an identification number has not yet been assigned or is unknown, report the full name, street address, city, state, and zip code of that committee's treasurer.

If a contribution is received through an intermediary, provide the name, street address, city, state, zip code, and, if applicable, occupation and employer of both the intermediary and the true source of the contribution. (See Chapter 3 for the definition of intermediary.)

Quick Tip

Committees must return contributions of $100 or more if the required identifying information is not obtained. (See Chapter 2.)

Quick Tip

Report on Schedule A contributions received from the controlling candidate's election campaign to the same candidate's ballot measure committee. Contribution limits of $4,100, as adjusted, apply from other controlled election committees.
### Amount Received This Period

Report the amount of the contribution.

### Cumulative to Date

Generally, the amount listed in the “Cumulative to Date Calendar Year” column will be cumulated from January 1 through December 31 unless the committee began raising funds in connection with the qualification of a measure that extends into two calendar years. In that case, the period over which contributions are cumulated begins January 1 of the year the committee began raising funds.

<table>
<thead>
<tr>
<th>DATE RECEIVED</th>
<th>FULL NAME, STREET ADDRESS AND ZIP CODE OF CONTRIBUTOR (IF COMMITTEE, ALSO ENTER I.D. NUMBER)</th>
<th>CONTRIBUTOR CODE</th>
<th>IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)</th>
<th>AMOUNT RECEIVED THIS PERIOD</th>
<th>CUMULATIVE TO DATE CALENDAR YEAR (JAN. 1 - DEC. 31)</th>
<th>PER ELECTION TO DATE (IF REQUIRED)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/20/XX</td>
<td>Kristine’s Catering Company 10 State Street Sacramento, CA 95826</td>
<td>IND</td>
<td></td>
<td>$5,000</td>
<td>$5,000</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Intermediaries: Joseph Jarrell $2,500 635 Autumn Street, Folsom, CA 95630</td>
<td>IND</td>
<td>Baker Kristine’s Catering Co.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sarah Wright $2,500 4008 Parkwood Way Elk Grove, CA 95757</td>
<td>IND</td>
<td>Bookkeeper Kristine’s Catering Co.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Per Election to Date

This column does not apply to ballot measure committees, unless otherwise instructed by a local ordinance.

### Schedule A Summary

Complete the summary section of each schedule after completion of the corresponding schedule. Each summary provides detailed instructions for every line. Reminder: Once a contributor has contributed $100 in a calendar year, all future contributions received from that person during the calendar year, regardless of the amount, must be itemized.

As long as the amount of the contribution of both the true source and the intermediary is clearly disclosed on Schedule A, it is permissible to display the information in other formats.

Quick Tip: An individual made a personal contribution of $50,000 to a nonprofit with the intent, purpose and understanding that the nonprofit would provide the funds to a ballot measure committee. The nonprofit must inform the committee that the individual is the true source of the contribution and that the nonprofit is acting as an intermediary. In addition, a treasurer has a responsibility to contact the nonprofit, if the treasurer has reason to question the true source of a contribution, because of the size, its reported source, the likelihood of the source making a contribution of the size reported and all other circumstances surrounding receipt of the contribution. Campaign transactions vary; contact the FPPC for advice.
Schedule B – Part 1

Loans Received

Provide the name, street address, city, state, and zip code of a lender of $100 or more.

Financial Institution

If a financial institution, such as a bank, has loaned the committee money or the committee has drawn upon a line of credit, report the institution as the lender by listing its name, street address, city, state, and zip code.

Lender Information

Schedule B is for reporting activity on loans received by the committee.

Outstanding loans are reported on each campaign statement until they are paid off. Schedule B has two parts:

- Part 1 lists loans received or outstanding, and the repayment, forgiveness, or payment by a third party of a loan previously received.
- Part 2 lists information on loan guarantors.
Individual

If the lender is an individual, also provide the individual’s occupation and employer, or, if the contributor is self-employed, provide the name of the business. Do not leave this column blank. If this information has not yet been obtained, enter “requested” or similar language in this column and amend Schedule B, Part 1 when the information is received. (See Chapter 2 for restrictions on contributions received when the name, address, occupation, or employer information is missing.)

Contributor Codes

For each itemized lender, check the box indicating whether the lender is an individual, committee, or “other” (such as a business entity), or a political party. The code “SCC” is for a small contributor committee.

Report each loan separately, even if the committee has received more than one loan from a single source.

Quick Tip

(c) Amount Paid or Forgiven This Period
Enter the amount of any reduction of the loan during this reporting period. Check the appropriate box to indicate whether the reduction was a payment or forgiveness. When the lender forgives all or part of a loan, or a third party makes a payment on a loan, also report the lender or third party on Schedule A. Enter zero if no payments were made this reporting period.

(d) Outstanding Balance at Close of This Period
Enter the outstanding balance of the loan at the close of this reporting period. Enter the due date, if any.

(e) Interest Paid This Period
Enter the interest rate and the amount of interest paid on the loan(s) during this reporting period. If the lender is not charging interest, indicate “none” on the “interest rate” line. Interest paid is reported separately from payments made on the loan principal. Interest payments are also transferred to the Schedule E Summary.

(f) Original Amount of Loan
Enter the original amount of the loan and the date it was received. If this is the first time the loan is being reported, this is the same amount as reported in Column (b).

(g) Cumulative Contributions to Date
Enter the cumulative amount of contributions (including loans, loan guarantees, monetary and nonmonetary contributions) received from the lender during the calendar year covered by this statement unless the committee began raising funds in connection with the qualification of a measure that extends into two calendar years. In that case, the period over which contributions are cumulated begins January 1 of the year the committee began raising funds.

A loan is a contribution unless it is received from a commercial lending institution in the ordinary course of business. It is not necessary to disclose cumulative amounts for loans that are not contributions.
Summary

As loans are paid, Line 3 of the summary section of Schedule B will eventually be a negative amount. When transferring a negative figure from Line 3 to the Summary Page, Column A, Line 2, be sure to subtract the amount from the previous report, Column B, Line 2, to determine the figure for this report's Column B, Line 2.
G. Completing the Form 460
Schedule B – Part 2

Loan Guarantors

Guarantor Information

If someone guarantees, co-signs, endorses, or provides security for a loan of $100 or more, enter the name and address of the guarantor and, if the guarantor is an individual, his or her occupation and employer, or, if self-employed, the name of the business.

Contributor Codes

For each itemized guarantor, check the box indicating whether the guarantor is an individual, committee, or “other” (such as a business entity), or a political party. (The code “SCC” is for a small contributor committee.)

Loan

Enter the name of the lender or the entity at which a line of credit was established and the date of the loan or the date the line of credit was established.

Amount Guaranteed This Period

Enter the amount guaranteed this period, if applicable. For lines of credit, enter the full amount established or secured by the guarantor during the period. (Report amounts drawn on a line of credit on Schedule B – Part 1.)

Cumulative to Date

Enter the cumulative amount of contributions (including loans, loan guarantees, monetary and nonmonetary contributions) received from the guarantor during the calendar year covered by the statement unless the committee’s fundraising in connection with the qualification of the measure extends into two calendar years. In that case, the period over which contributions are cumulated begins January 1 of the year the committee began raising funds.

Balance Outstanding to Date

Report the outstanding balance for which the guarantor is liable at the close of this reporting period.

Loan guarantees are not included in the Schedule B Summary, but are carried forward in a lump sum to Line 17 of the Summary Page.
Examples of Nonmonetary Contributions

- Poll results.
- Items donated for a garage sale, raffle, or auction.
- Signs, postage, and printing.
- Food and entertainment provided for a fundraiser.
- Discounts or rebates that are not extended to the general public.
- Mailing lists, mailings, and other advertising.

### Schedule C Summary

1. Amount received this period – Itemized nonmonetary contributions.  
   (Include all Schedule C subtotals.) .................................................. $ 15,400  
2. Amount received this period – Unitemized nonmonetary contributions of less than $100 $ 0  
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 $ 15,400

### H. Completing the Form 460 Schedule C

#### Nonmonetary Contributions Received

Use Schedule C to report nonmonetary contributions received by the committee. Nonmonetary contributions are goods or services provided to the committee for which it does not pay the fair market value.

The fair market value is the amount the committee would pay for the goods or services on the open market – whatever it would cost any member of the general public to obtain the same good or service.  
(See Chapter 3.)

<table>
<thead>
<tr>
<th>DATE RECEIVED</th>
<th>FULL NAME, STREET ADDRESS AND ZIP CODE OF CONTRIBUTOR (IF COMMITTEE, ALSO ENTER I.D. NUMBER)</th>
<th>CONTRIBUTOR CODE *</th>
<th>IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)</th>
<th>DESCRIPTION OF GOODS OR SERVICES</th>
<th>AMOUNT/FAIR MARKET VALUE</th>
<th>CUMULATIVE TO DATE CALENDAR YEAR (JAN 1 - DEC 31)</th>
<th>PER ELECTION TO DATE (IF REQUIRED)</th>
</tr>
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<tbody>
<tr>
<td>9/20/XX</td>
<td>Education Leaders Association 1600 R Street, Suite 200 Sacramento, CA 95815</td>
<td>□ IND □ COM □ OTH □ PTY □ SCC</td>
<td>Administrative Services $17,000</td>
<td>$17,000</td>
<td>-0-</td>
<td>-0-</td>
<td>n/a</td>
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<tr>
<td>9/10/XX</td>
<td>Education Leaders Assoc. PAC (ID#13221XX) 1600 R Street, Suite 200 Sacramento, CA 95815</td>
<td>□ IND □ COM □ OTH □ PTY □ SCC</td>
<td>Yard signs</td>
<td>$4,500</td>
<td>$854,500</td>
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<tr>
<td>8/30/XX</td>
<td>CA Retired Public Employees PAC (ID#13334XX) 400 M Street, Suite 650 Sacramento, CA 95814</td>
<td>□ IND □ COM □ OTH □ PTY □ SCC</td>
<td>Staff time</td>
<td>$8,900</td>
<td>$17,800</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>7/3/XX</td>
<td>Janelle Finch 7450 Woodside Way Santa Barbara, CA 93103</td>
<td>□ IND □ COM □ OTH □ PTY □ SCC</td>
<td>Partner Finch Consulting Catering costs</td>
<td>$2,000</td>
<td>$2,000</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>

*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
Administrative Services Provided by Committee Sponsors

If the committee is sponsored and the sponsor pays for the establishment and administrative costs of the committee, the committee is required to report the payments on Schedule C, but they are not considered "contributions" to the committee. Report the payments in the “Description of Goods or Services” column, but do not include the value of the services in the “Amount/Fair Market value” column.

“Establishment and administration” of a sponsored committee means the cost of office space, phones, salaries, utilities, supplies, legal and accounting fees, and other expenses incurred in setting up and running a sponsored committee. In addition, bank fees (including fees for monthly services, purchasing/printing checks, cashier’s checks and money orders, overdraft, stop payments) and third party vendor fees, such as internet account fees and merchant account fees, are considered payments for the establishment and administration of its sponsored committee.

Other costs paid by a sponsoring organization are contributions to the committee (e.g., costs of raising funds for the committee, costs of reviewing a communication to determine the advertisement disclosure requirements, petition gathering) and are subject to regular reporting.

Ex 9.3 – An association forms a committee to oppose Proposition 222. The Association collects contributions from its members, transmits them to the committee, and provides the committee with office space, staff, and accounting services. The committee reports the administrative services from the Association in the “Description of Goods or Services” column on Schedule C of its campaign reports.

The Association pays for the cost of a special mailing to its members to raise funds to support the measure. The Association’s payments are nonmonetary contributions and the amount, if over $100, is recorded in the field titled: Amount/Fair Market Value.
Contributor Codes
For each itemized contributor, check the box indicating whether the contributor is an individual, committee, or “other” (such as a business entity), or a political party. The code “SCC” is for small contributor committees.

Occupation and Employer Information
If the contributor is an individual, provide the individual’s occupation and employer. If the contributor is self-employed, provide the name of the business. Do not leave this blank. If this information has not yet been obtained, enter “requested” or similar language in this column and amend Schedule C when the information has been received.

Description of Goods or Services
Provide a brief description of the goods or services received.

Amount/Fair Market Value
Report the value of the nonmonetary contribution received.

Cumulative to Date
Enter the cumulative amount of contributions (including loans, loan guarantees, monetary and nonmonetary contributions) received from the contributor during the calendar year covered by the statement unless the committee began raising funds in connection with the qualification of a measure that extends into two calendar years. In that case, the period over which contributions are cumulated begins January 1 of the year the committee began raising funds.
Per Election to Date

This column does not apply to ballot measure committees, unless otherwise instructed by a local ordinance.

Schedule C Summary

The total of nonmonetary contributions reported on Line 3, Schedule C summary section, is reported on the Form 460 Summary Page as both a contribution (Line 4, Column A) and as an expenditure (Line 10, Column A), because the committee would otherwise have had to pay for the goods or services donated.
Schedule D
Summary of Expenditures
Supporting/Opposing Other Candidates, Measures and Committees

NAME OF FILER
Yes on Proposition 2, Support School Financing, Sponsored by Education Leaders Association, a Coalition of Teachers and Parents

I.D. NUMBER
13432XX

DATE NAME OF CANDIDATE, OFFICE, AND DISTRICT, OR MEASURE NUMBER OR LETTER AND JURISDICTION, OR COMMITTEE TYPE OF PAYMENT DESCRIPTION (IF REQUIRED) AMOUNT THIS PERIOD CUMULATIVE TO DATE CALENDAR YEAR (JAN. 1 - DEC. 31) PER ELECTION TO DATE (IF REQUIRED)

9/15/XX California United for Higher Education, Yes on Prop. 2 (ID#13362XX) 4286 Roseville Boulevard Sacramento, CA 95829 ☑ Monetary Contribution Support ☐ Oppose

☑ Support ☐ Oppose

☑ Monetary Contribution ☐ Nonmonetary Contribution ☐ Independent Expenditure

☑ Nonmonetary Contribution ☐ Independent Expenditure

☑ Independent Expenditure

$5,000 $5,000 n/a

SUBTOTAL $5,000

Schedule D Summary
1. Itemized contributions and independent expenditures made this period. (Include all Schedule D subtotals.) $5,000

2. Unitemized contributions and independent expenditures made this period of under $100 $0

3. Total contributions and independent expenditures made this period. (Add Lines 1 and 2. Do not enter on the Summary Page.) TOTAL $5,000

Candidate and Office, Measure and Jurisdiction, or Committee

Contributions: For each contribution of $100 or more, disclose the name of the committee that received the contribution. Disclose the name of the candidate or measure, if a committee is not formed. Include the office sought and district or the measure’s number/letter, if assigned, and the jurisdiction. If a number/letter is not assigned to a measure, include the measure’s title.

Date
Report the date the contribution was made. A monetary contribution is made on the date it is mailed, delivered, or otherwise transmitted to the committee or an agent of the committee. A nonmonetary contribution is made on the earlier of the following:

• The date funds were expended for the goods or services;

• The date the committee or agent of the committee obtained possession or control of the goods or services;

• The date the committee otherwise received the benefit of the expenditure.
Independent Expenditures: For each independent expenditure of $100 or more, disclose the name of the candidate or measure. Include the office sought and district or the measure’s number/letter, if assigned, and the jurisdiction. If a number/letter is not assigned to a measure, include the measure’s title.

Check the support or oppose box.

Type of Payment

Check one of the boxes indicating the type of payment. If the payment is a nonmonetary contribution, provide a description of the payment. If goods on hand are contributed to another committee (e.g., rental space), describe the goods or services in the “Description” column, and disclose the fair market value of the contribution.

Amount This Period

Provide the amount(s) of contributions made this period relative to each measure.

Ex 9.6 – Your primarily formed ballot measure committee made a $5,000 contribution to another primarily formed committee for the same ballot measure. In addition to reporting it on Schedule D, the expenditure is also reported on Schedule E.

Quick Tip

If two or more primarily formed ballot measure committees exchange information between themselves, subsequent expenditures by each committee are not, merely by that exchange, considered to be at the behest of the other committee and, therefore, a contribution. (See Regulation 18225.7.)

Quick Tip

If a primarily formed ballot measure committee makes contributions (including loans) or independent expenditures to support or oppose candidates, officeholders, other committees, or other ballot measures, it may qualify as a general purpose committee, which has different disclosure obligations. (See Regulation 18247.5.)

Quick Tip

A ballot measure committee controlled by a state candidate/officeholder may not make a contribution to other committees for elective office. The committee may make a contribution when the committee is preparing to terminate to a segregated account of a political party committee so long as the funds are not used for candidate contributions or for communications that expressly advocate for or against a candidate. (See Regulation 18521.5.)

Cumulative to Date Calendar Year

Report the cumulative amount contributed since January 1 of the current calendar year.

Per Election to Date

This section is not applicable if a payment is made to another primarily formed ballot measure committee. This section is for reporting payments to state candidates.
J. General Rules for Reporting – Payments Made and Accrued Expenses (Unpaid Bills)

An expenditure is “made” on the date the payment is made or the date the goods or services are received, whichever is earlier. Expenditures of campaign funds must have a political, legislative, or governmental purpose. (See Chapter 5.)

Use Schedule E to report money spent by the committee during the reporting period. Do not use Schedule E to report the repayment of loans received; use Schedule B, Part 1 instead. Also, do not use Schedule E when reporting loans made to other candidates, officeholders, and committees; use Schedule H instead.

Use Schedule F to report amounts owed by the committee for goods or services received but not paid for by the end of the reporting period. Unpaid administrative overhead expenses of the committee, such as rent, utilities, phones, or employee salaries, need not be reported on Schedule F if the committee has not received a bill in the normal course of business or if the due date for the payment is after the closing date of the statement. Regular administrative overhead expenses do not include contracts for services such as accounting, legal, campaign consulting, and public relations.

Expenditures Made Before Proposal Becomes a Measure

See Chapter 1 for examples of expenditures made prior to a proposal becoming a measure that maybe reportable.

Information Required

Itemize each payment or accrued expense of $100 or more to a single payee, and any payments totaling $100 or more for a single product or service made during the period.

If the committee has entered into an agreement to make payments over time for a product or service, other than general administrative expenses such as rent and utilities, the unpaid balance may be reportable on Schedule F as an accrued expense.

Ex 9.7 – During October and November, you:

a. Paid a deposit on a room for a fundraiser to be held January 10;
b. Ordered and received the fundraiser invitations for which you were billed but had not made a payment by December 31; and
c. Ordered, but did not receive, flowers for the fundraiser for which you will be billed at the end of January.

On your semi-annual statement covering the period ending December 31, report the payment for the room deposit on Schedule E. Because you received the invitations but had not paid for them by December 31, disclose the outstanding amount on Schedule F. The cost of the flowers will not be reported until the next reporting period because you did not pay for nor receive the flowers during the period covered by the statement.
Payments for Online Communications

As reviewed in Chapter 7, the Act requires specific disclaimers on advertisements so that the electorate has the information it needs to weigh the information it receives, whether from a digital or other source. FPPC Regulation 18421.5 requires a committee to report certain information when it pays an individual, either directly or through a third party, to create content for a digital platform unless the content provides a clear and conspicuous statement that a committee paid the author for the content.

Schedule E or F must identify such payments using the code "WEB." In the description field the following must be identified: the amount of the payment, the payee, the name of the individual providing content, and the name of the website or the URL on which the communication is published in the first instance.

The regulation applies when a campaign committee pays someone to provide favorable or unfavorable content on an Internet website (other than the committee’s own website) about a candidate or ballot measure. It covers such content as a post for a blog, a video produced and posted online, and content created for social media. The regulation requires a campaign to disclose where the initial posting is made (on a supportive blog, for example), but does not require the campaign to know where the content is shared or passed on to after that initial post.

Candidate Controlled Committees – Gifts, Meals, and Travel Payments

Candidate controlled committees must itemize payments made for gifts, meals and travel payments. Specific instructions are noted in the following pages.

Savings Accounts/Certificates of Deposit/Money Market Accounts

Do not report the transfer of campaign funds into a savings account, certificate of deposit, money market account, or the purchase of any other asset that can be readily converted to cash on Schedule E. Report these amounts as part of cash on hand on the Summary Page, Line 16.
Subvendor Payments (often reported on Schedule G)

Whenever an agent or independent contractor (such as a consulting firm or advertising agency) makes an expenditure, or incurs a debt, of $500 or more on behalf of the committee, the expenditure must be reported in the same detail as if it had been made directly by the committee. These are commonly known as “subvendor payments.” Following are some examples of the types of subvendor payments that must be itemized.

- Development of campaign strategy;
- Media placements - television, radio, cable, digital (specifically listing the TV or radio stations);
- Commissions paid to media firms for media placements;
- Travel expenses;
- Print or online advertisements;
- Polling and survey research;
- Talent and media services, production costs;
- Voter canvass program;
- Robocalls
- Printing and literature; and
- Design or management of campaign literature or advertising.

Agents and independent contractors must provide the committee with the required payment information no later than three working days prior to when the campaign statement must be filed (or within 24 hours for a contribution of $1,000 or more made within 90 days of the election).
Expenditures made by the agent or independent contractor for its own overhead and operating expenses need not be itemized. The committee also must obtain and keep receipts, invoices, and other documentation of subvendor payments. (See Chapter 2.)

In many cases, funds paid to an agent or independent contractor in one reporting period will not be used by the agent or contractor until a subsequent reporting period. Report payments to the agent/contractor on Schedule E of the campaign statement covering the period in which the payment was made. When the agent/contractor spends the money, report subvendor payments on the campaign statement covering the period in which the agent/contractor made the expenditures; itemize payments made by the agent/contractor of $500 or more.

Subvendor payments are most commonly reported on Schedule G, but may be reported on Schedule E or F along with the payment made or owed to the agent/contractor. When itemizing subvendor payments on Schedule E or F, do not include the payments in the “Amount Paid” column, as this will inflate expenditure totals.

Quick Tip
The names of individuals paid to collect signatures (petition circulators) are not required to be disclosed on the campaign statement. However, a business entity, including a sole proprietorship, that contracts with a committee to obtain signatures must be identified. For example, if Hector Gonzales is an independent contractor that contracts with a ballot measure committee to obtain signatures in Sacramento County and he does not personally ask voters to sign petitions, but contracts the work to college students, the names of the college students are not required to be disclosed. Hector Gonzales must be identified as a vendor to the committee.
Credit Card Payments

When reporting payments to a credit card company, report the company’s name, street address, city, state, zip code, and the amount of the payment. In addition, provide the name, street address, city, state, and zip code of any vendor that received $100 or more, the amount paid to each itemized vendor and a code or description of the payment. If a payment on the credit card has not been made by the end of the reporting period, or only partial payment has been made, report the amount outstanding to the credit card company on Schedule F. Payments to the credit card company should be reflected on Schedule E, when payments are made, and Schedule F when there is a balance still owing at the end of the reporting period. Vendors are not required to be listed more than one time on either Schedule E or Schedule F.

Contingency Payments

If the committee has entered into an agreement to pay a contingency fee, such as a bonus to a consultant if the campaign is successful, report the fee amount on Schedule F only if it is outstanding at the end of the campaign. The fee is not required to be reported as an accrued expense until it is due.

Payments to Businesses Owned by Someone Affiliated with the Committee

A ballot measure committee that makes a payment of $100 or more to any business entity (1) which is owned 50 percent or more by any of the individuals listed below, or (2) in which any of the individuals listed below is an officer, partner, consultant or employee, must report that individual’s name, relationship to the committee, and a description of the ownership interest or position with the business entity. Individuals covered by (1) and (2) include:

- A candidate or person controlling the committee; or
- An officer or employee of the committee; or
- The spouse of any of the above.
K. Completing the Form 460 Schedule E

Payments Made

Name and Address of Payee

Itemize each payment of $100 or more to a single payee during the reporting period, and any payments totaling $100 or more made during the period for a single product or service. Include the name, street address, city, state, and zip code of the recipient. Do not use post office box numbers when reporting the address of a payee or creditor.

Code or Description of Payment

When itemizing payments, provide either a code or a description of the payment. (Expenditure codes are explained in detail in the Form 460, Schedule E instructions.) If none of the codes fully explains the expenditure, leave the code column blank and provide a brief description of the goods or services purchased.

If several expenditures are made to one vendor during the same reporting period, all of the payments to the vendor may be reported in a single record. When coding the expenditures, use the code that represents the largest share of the expenditures, and the description field for the other codes or a description. Alternatively, expenditures may be reported separately by category.

State and Local Candidate Controlled Committees

– Gifts, Meals, and Travel Payments

A ballot measure committee controlled by a state or local candidate or officeholder must itemize payments for gifts, meals, or travel. The expenditure must be further explained in the “Description of Payment” column, whether or not an expenditure code is used.
Gifts: When reporting an itemized expenditure for a gift, the committee must briefly describe the political, legislative, or governmental purpose of the expenditure. In addition, the committee must provide the date of the gift and a description of the gift. If the gift was made to an individual recipient, the name of the recipient must be included. If a gift was made to a group of recipients, the name of each recipient who received a benefit of $50 or more is required. When the recipient of a gift with a value of $50 or more is not known at the time the payment is required to be reported, the committee must report that the gift was for an “undetermined recipient.” Once the gift has been given to the recipient, the campaign statement must be amended within 45 calendar days to disclose the name of the recipient.

Meals: When reporting an itemized expenditure for a meal (other than a meal reported as an itemized expenditure for travel, as discussed below), the committee must briefly describe the political, legislative, or governmental purpose of the expenditure. In addition, the committee must provide the date of the meal, the number of individuals who were present at the meal, and whether the candidate, a member of his or her household, or an individual with authority to approve expenditures of campaign funds was present at the meal. It is not necessary to include the names of individual attendees on the report. However, the names of the attendees must be maintained in the committee’s records (see Chapter 2.)

Ex 9.9 – The mayor’s ballot measure committee purchased $50 restaurant gift certificates for two volunteer campaign workers. In the Description of Payment column, the following would adequately describe the payment: “12/5/XX - gift certificates for campaign workers, Linda Davis ($50) and Richard Bailey ($50).”

Ex 9.10 – The committee’s controlling candidate and campaign manager discuss the election campaign during a working lunch meeting at a restaurant. The meal was charged to a campaign credit card. On Schedule E, the payment to the credit card company and the restaurant will be shown. In the Description of Payment column, the following description would be sufficient: “9/1/XX – Dinner meeting regarding campaign attended by campaign manager and candidate.”
Payment of Accrued Expenses

When paying accrued expenses previously reported on Schedule F, report all payments on Schedule E, itemizing each payment of $100 or more. Subvendor information is only required to be reported once, and does not need to be reitemized on Schedule E if it was disclosed on Schedule F of a previous report.

Schedule E Summary

The total amount of expenditures is reported on Line 4 of the summary section of Schedule E and on the Form 460 Summary Page, Column A, Line 6. If the committee is paying interest on an outstanding loan, in addition to reporting the amount on Schedule B, Part 1, Column (e), also report the amount on Line 3 of the summary section of Schedule E.

Travel Payments: When reporting an itemized expenditure for travel, including lodging and meals, the committee must briefly describe the political, legislative, or governmental purpose of the expenditure. In addition, the committee must also provide the date or dates of the travel, the destination, and the goods or services purchased. The description must also include the number of individuals for whom the payment was made and whether the trip included the candidate, a member of his or her household, or an individual with the authority to approve expenditures of campaign funds. The names of individuals who traveled are not required to be disclosed on the report. However, the names of the travelers must be maintained in the committee’s records (See Chapter 2.)

Ex 9.11 – The controlling state officeholder of the ballot measure committee attended a fundraising event in San Diego. The committee paid for the travel expenses from Sacramento. The report itemizes the expenditure to the airline. In the Description of Payment column, the following would sufficiently describe the expenditure: “8/1/XX and 8/3/XX – Round trip airfare to San Diego for officeholder to attend campaign event.”

State Candidate Controlled General Purpose Ballot Measure Committees

A general purpose ballot measure committee controlled by a candidate or officeholder for elective state office (e.g., Governor, legislator) must identify for each expenditure of $100 or more the measure/potential measure associated with the expenditure.

For example, a payment to a campaign consultant for research or polling on a specific measure in a local jurisdiction could state: research/polling Measure B, city of Sacramento.

A committee’s expenditures for operating costs, administrative overhead, fundraising, travel, compliance costs and attorney fees do not require the itemization if the payment cannot be attributed to a specific measure or potential measure.
L. Completing the Form 460 Schedule F

### Accrued Expenses (Unpaid Bills)

**Name and Address of Creditor**

Itemize each accrued expense of $100 or more owed to a single creditor. Provide the name, street address, city, state, and zip code of the creditor. Do not use post office box numbers.

**Quick Tip**

Continue to list an unpaid bill until it is paid.

### Code or Description of Payment

When itemizing accrued expenses, provide either a code or a description of the outstanding payment. (Expenditure codes are explained in detail in the Form 460, Schedule E instructions.) If none of the codes listed on Schedule F fully explains the outstanding payment, leave the code column blank and provide a brief description of the goods or services.

If several accrued expenses are owed to one vendor during the same reporting period, all of the accrued expenses to the vendor may be reported in a single record. When coding accrued expenses, use the code that represents the largest share of the accrued expenses, and the description field for the other codes or a description. Alternatively, each expenditure may be reported separately by category.
Forgiven Accrued Expenses or Third Party Payments

If a creditor reduces or forgives a debt previously reported on Schedule F, or if another person pays a debt for the committee:

- Indicate that the debt was forgiven, reduced, or paid by a third party and write “See Schedule C” in the “Description of Payment” column. Also report the creditor/payor and the amount as a nonmonetary contribution on Schedule C.

- Report the amount forgiven, reduced, or paid by a third party in the “Amount Paid This Period” column and indicate that it was a forgiveness or third party payment or report the amount as a negative number in the “Amount Incurred This Period” column. Do not report the amount on Schedule E.

If the decision to forgive or reduce the debt is based on a bona fide business judgment that all or part of the debt is uncollectible, depending on the facts, the creditor may not be making a contribution. The FPPC may be contacted for assistance by sending an email to advice@fppc.ca.gov.
Outstanding Accrued Expenses

Line 9, Column B of the Summary Page should reflect the total of all outstanding accrued expenses. Accrued expenses are carried forward on future statements until paid.

Schedule F Summary

Line 3 of the summary section of Schedule F will be a negative amount when payments on accrued expenses are more than the amount of new accrued expenses. Transfer the amount to the Summary Page, Column A, Line 9 as a negative amount and subtract it from the figure in Column B of the previous campaign statement to determine the figure for Column B, Line 9 of the current statement.
Answering Your Questions

A. When are unpaid bills reportable as accrued expenses?

The basic rule is that you must report an accrued expense any time you have received goods or services but have not paid for them by the end of the reporting period.

B. What if I have not received an invoice from the vendor yet?

If you have received the goods or services, you must report the accrued expense even if you have not received an invoice. If you do not know the exact amount, you may estimate the amount of the expense. When reporting an estimate, note that fact on Schedule F.

C. We have a contract to pay our campaign consultant $1,000 per month. If the closing date of the campaign statement falls during the middle of the month, say March 17, must we report an accrued expense for the period March 1 through March 17?

No. When you have agreed in writing to pay a contractor a set amount at regular intervals, it is not necessary to prorate the amount owed to the contractor if the reporting period closes before the end of the contract period.
D. When an accrued expense is owed and there are subvendor payments, when are the subvendors reported? For example, if we report an accrued expense owed on a credit card and list the subvendors, must we reitemize the subvendors again on Schedules E and F when the accrued expense is paid?

No. It is not necessary to reitemize subvendors when payments are made on accrued expenses, or if an accrued expense is reported on more than one statement. In this example, the subvendors must be reported on the first statement disclosing the accrued expense owed to the credit card company. On subsequent statements, only the credit card company must be itemized.

M. General Rules for Reporting Payments Made by an Agent or Independent Contractor

Use Schedule G to report payments made on behalf of the committee by agents (such as campaign workers) and independent contractors (such as a consulting firm or an advertising agency). This schedule may be used in lieu of itemizing these amounts on Schedules E and F.

Who Completes Schedule G

Schedule G may be completed by the agent or independent contractor and provided to the committee, or it may be completed by the committee from information provided by the agent or independent contractor. Agents and independent contractors must provide the committee with the required payment information no later than three working days prior to the filing deadline of the campaign statement.
### Schedule G
Payments Made by an Agent or Independent Contractor (on Behalf of This Committee)

**NAME OF FILER**
Carson & Sons Consulting Group

**NAME OF AGENT OR INDEPENDENT CONTRACTOR**
Carson & Sons Consulting Group

**NAME AND ADDRESS OF PAYEE OR CREDITOR**
Audio Advertisements
2222 W. East Blvd.
Ventura, CA 93001

Subvendors:
- KLAA: $8,000
  4300 1st Street
  Los Angeles, CA 90012
- KSFO: $8,000
  1020 Market Street
  San Francisco, CA 94103

**CODES:**
- RAD: radio airtime and production costs
- RFD: returned contributions
- SAL: campaign workers’ salaries
- TEL: t.v. or cable airtime and production costs
- TRC: candidate travel, lodging, and meals
- TRS: staff/spouse travel, lodging, and meals
- TSF: transfer between committees of the same candidate/sponsor
- WEB: information technology costs (internet, e-mail)

**NAME AND ADDRESS OF PAYEE OR CREDITOR (IF COMMITTEE, ALSO ENTER I.D. NUMBER)**
Audio Advertisements
2222 W. East Blvd.
Ventura, CA 93001

Subvendors:
- KLAA: $8,000
  4300 1st Street
  Los Angeles, CA 90012
- KSFO: $8,000
  1020 Market Street
  San Francisco, CA 94103

**CODE OR DESCRIPTION OF PAYMENT** | **AMOUNT PAID**
--- | ---
RAD | $16,000

**TOTAL** $16,000

*Do not transfer to any other schedule or to the Summary Page. This total may not equal the amount paid to the agent or independent contractor as reported on Schedule E.

### M. Completing Form 460 Schedule G - Payments Made by an Agent or Independent Contractor

**Name and Address of Payee or Creditor**

Itemize payments of $500 or more made by the agent or independent contractor. Provide the name, street address, city, state, and zip code of the payee. Do not use post office box numbers.

See the general rules for Schedules E & F instructions for additional information.

Do not transfer Schedule G totals to any other schedule or to the Summary Page.
O. Schedule H – Loans Made to Others

Schedule H is for reporting loans made by the committee. Generally, primarily formed ballot measure committees do not make loans to other committees or candidates. If a committee were to make such loans, it would likely become a general purpose recipient committee subject to different reporting obligations. See Regulation 18247.5 or contact the FPPC for assistance by sending an email to advice@fppc.ca.gov.

P. General Rules for Reporting Miscellaneous Increases to Cash

Report on Schedule I increases to the committee’s cash position that are not monetary contributions, loans, or repayments of loans made to others.

Examples

• Proceeds, up to the fair market value, of items sold at a garage sale or auction.

• Refunds received on deposits, such as a telephone or room rental deposit or from over-payment of bills.

• Interest received or credited to a checking or savings account or other time deposit.

• Interest payments received on loans made to others.

• Receipts from the sale of committee assets.

Uncashed Checks

If the committee writes a check that is never deposited or negotiated, report the amount of the uncashed check on Schedule I.

Decreases to Cash

All decreases to cash must be reported as expenditures on Schedule E or H.
**Schedule I**

**Miscellaneous Increases to Cash**

<table>
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<th>DATE RECEIVED</th>
<th>FULL NAME AND ADDRESS OF SOURCE</th>
<th>DESCRIPTION OF RECEIPT</th>
<th>AMOUNT OF INCREASE TO CASH</th>
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</thead>
<tbody>
<tr>
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<td>Bank of Southern California</td>
<td>Interest</td>
<td>$220</td>
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<tr>
<td></td>
<td>750 Sunnyside Street</td>
<td></td>
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<tr>
<td></td>
<td>Pasadena, CA 91108</td>
<td></td>
<td></td>
</tr>
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<td>8/2/XX</td>
<td>Hyatt Regency</td>
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<td></td>
<td>1401 Capitol Mall</td>
<td>rental deposit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sacramento, CA 95814</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/31/XX</td>
<td>Bank of Southern California</td>
<td>Interest</td>
<td>$208</td>
</tr>
<tr>
<td></td>
<td>750 Sunnyside Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pasadena, CA 91108</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attach additional information on appropriately labeled continuation sheets.

SUBTOTAL $ 778

**Schedule I Summary**

1. Itemized increases to cash this period. ................................................................. $ 778
2. Unitemized increases to cash of under $100 this period. ................................... $ 0
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.) .................................................. $ 778

**Q. Completing the Form 460 Schedule I**

**Miscellaneous Increases to Cash**

**Date**

Report the date the committee received the miscellaneous receipt.

**Source Information**

Itemize sources of $100 or more. Provide the full name, street address, city, state, and zip code of the source. Post office box numbers are not acceptable.

**Description**

Provide a description of the receipt, e.g., refund on room deposit for fundraiser, interest earned on loans made to others.

**Amount**

Enter the amount of the receipt.

**Schedule I Summary**

The total amount of miscellaneous increases to cash is reported on Line 4 of the summary section of Schedule I and on the Summary Page, Column A, Line 14.
R. Form 450 (Recipient Committee Campaign Statement – Short Form)

The Form 450 may be filed instead of the Form 460 if, during the reporting period, the committee has:

• No receipt (contributions, loans, refunds, interest, etc.) from a single source of $100 or more;

• No outstanding loans received or made; and

• No accrued expenses (unpaid bills).
1. How to Complete the Form 450 Cover Page

### Statement Covers

If this is the first report of the calendar year, the “from” date should be January 1. Otherwise, this date should be the day after the closing date of the most recently filed campaign statement.

#### Date of Election

When filing a pre-election statement in connection with an election, provide the date of the election.

### Quick Tip

If the committee began raising funds in connection with the qualification of a measure that extends into two calendar years, the period over which contributions are cumulated (for purposes of determining whether the committee has received $100 from a single source) begins January 1 of the year the committee began raising funds and ends December 31 of the second calendar year.

#### Part 1: Type of Recipient Committee

Check the box indicating that the committee is primarily formed, and also indicate whether it is controlled or sponsored.
Part 2: Type of Statement

Check the appropriate box to indicate the type of statement being filed, e.g., semi-annual, pre-election.

Part 3: Committee Information

This entire section must be completed and should include the same information as provided on the committee’s most recently filed Statement of Organization, Form 410. If the committee has not yet received an identification number from the Secretary of State, enter “pending” in the “I.D. Number” box.

Part 4: Verification

The Form 450 is not considered filed if it is not signed. The committee treasurer or the assistant treasurer must review the completed Form 450 and sign the verification. In addition, if an officeholder/candidate or state ballot measure proponent controls the committee, he or she must also sign the statement. If two or three officeholders/candidates control the committee, each one must sign. If there are more than three officeholders/candidates controlling the committee, one may sign on behalf of the others.
The Summary Page lists the totals of all contributions received and expenditures made during the period covered by the statement and the cumulative amounts of contributions and expenditures made during the calendar year. If the committee began raising funds in connection with the qualification of a ballot measure that extends into two calendar years, the period over which contributions and expenditures are cumulated begins January 1 of the year the committee began raising funds.

The Summary Page also discloses the ending cash balance. Note: The figures on the Summary Page are representative, but not exact, from the chapter’s illustrations.

### 2. How to Complete the Form 450 Summary Page

The Summary Page lists the totals of all contributions received and expenditures made during the period covered by the statement and the cumulative amounts of contributions and expenditures made during the calendar year. If the committee began raising funds in connection with the qualification of a ballot measure that extends into two calendar years, the period over which contributions and expenditures are cumulated begins January 1 of the year the committee began raising funds.

<table>
<thead>
<tr>
<th>Expenditures Made</th>
<th>Amounts may be rounded to whole dollars.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Expenditures of $100 or more made this period</td>
<td>$650</td>
</tr>
<tr>
<td>2. Expenditures under $100 made this period (Not itemized.)</td>
<td>$210</td>
</tr>
<tr>
<td>3. Nonmonetary Adjustment</td>
<td>$400</td>
</tr>
<tr>
<td>4. Total expenditures made from previous statement</td>
<td>$3,550</td>
</tr>
<tr>
<td>5. TOTAL EXPENDITURES MADE TO DATE</td>
<td>$4,810</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contributions Received</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Monetary contributions received this period</td>
<td>$300</td>
</tr>
<tr>
<td>8. Non-monetary contributions received this period</td>
<td>$400</td>
</tr>
<tr>
<td>9. Total contributions received from previous statement</td>
<td>$4,110</td>
</tr>
<tr>
<td>10. TOTAL CONTRIBUTIONS RECEIVED TO DATE</td>
<td>$4,810</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Cash Statement</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>11. Beginning cash balance</td>
<td>$550</td>
</tr>
<tr>
<td>12. Cash receipts this period</td>
<td>$300</td>
</tr>
<tr>
<td>13. Miscellaneous increases to cash</td>
<td>$10</td>
</tr>
<tr>
<td>14. Cash expenditures this period</td>
<td>$860</td>
</tr>
<tr>
<td>15. ENDING CASH BALANCE THIS PERIOD</td>
<td>$-0-</td>
</tr>
</tbody>
</table>

Specify pages to print
3. **How to Complete the Form 450**

**Part 5. Payments Made**

Please refer to the “General Rules” section in the instructions for completing Form 460.

For each payment of $100 or more, provide:

**Date**

The date an expenditure is made is generally not required because expenditures are made in connection with the primarily formed ballot measure committee’s activity. The date is required if the expenditure is a contribution or an independent expenditure to support or oppose a candidate, other ballot measure, or committee.

**Name and Address of Payee**

For each payee or creditor of $100 or more, enter the full name, street address, city, state, and zip code. If the payee is different than the vendor providing the goods and services (subvendor), also enter the subvendor’s full name, street address, city, state, and zip code if the payment to the subvendor was $500 or more. (See Page 9.29 for additional information about subvendor payments.)

**Description of Payment**

Enter a brief description of the goods or services.

---

### Payments Made

| Date | Name and Address of Payee | Description of Payment | Amount This Period | Cumulative Amounts to Date
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cooper Henderson</td>
<td>Treasurer duties</td>
<td>$450</td>
<td></td>
</tr>
<tr>
<td></td>
<td>120 North Fairfield Street, Azusa, CA 91702</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>United Way</td>
<td>Charitable donation</td>
<td>$200</td>
<td></td>
</tr>
<tr>
<td></td>
<td>200 North Azusa Avenue, Azusa, CA 91702</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal** $650
Authority

The following Government Code sections and Title 2 regulations provide authority for the information in this chapter:

Government Code Sections

81004 Reports and Statements; Perjury; Verification
81004.5 Reports and Statements; Amendments.
82018 Cumulative Amount.
82025.5 Fair Market Value.
84105 Notification to Contributors.
84211 Contents of Campaign Statement.
84212 Forms; Loans.
84213 Verification.
84214 Termination.
84216 Loans.
84216.5 Loans Made by a Candidate or Committee.
84302 Contributions by Intermediary or Agent.
84303 Expenditure by Agent or Independent Contractor.
84306 Contributions Received by Agents of Candidates and or Committees.
85307 Loans.
85311 Affiliated Entities; Aggregation of Contributions to State Candidates.
85700 Donor Information Requirements; Return of Contributions.

Title 2 Regulations

18116 Reports and Statements; Filing Dates.
18215 Contribution.
18215.1 Contributions; When Aggregated.
18216 Enforceable Promise to Make a Payment.
18401 Required Recordkeeping for Chapter 4.
18421 Cash Equivalents.
18421.1 Disclosure of the Making and Receipt of Contributions.
18421.2 Street Address.
18421.3 Reporting of Contributions and Expenditures Collected by Contract Vendors or Collecting Agents.
18421.6 Reporting Accrued Expenses.
18421.9 Reporting Expenditures Charged to a Credit, Debit or Charge Card by a Candidate or Committee.
18423 Payments for Personal Services as Contributions and Expenditures.
18427 Duties of Treasurers and Candidates with Respect to Campaign Statements.
18427.1 Notification to Contributors of $5,000 or More.
18428 Reporting of Contributions and Independent Expenditures Required to be Aggregated.
18431 Reporting of Expenditures by an Agent or Independent Contractor.
18432.5 Intermediary.
18530.8 Personal Loans.
18570 Return of Contributions with Insufficient Donor Information.