

**Fair Political Practices Commission
Filing Schedule for
State Candidate Controlled Committees
Assembly District 31 Special Primary and Special General Elections
Being Voted on April 5, 2016 and June 7, 2016**

Deadline	Period	Form	Notes
Feb 1, 2016 <i>Semi-Annual</i>	* – 12/31/15	460	<ul style="list-style-type: none"> All committees must file this report. The January 31 deadline falls on a Sunday, so the deadline is extended to the next business day.
Within 24 Hours <i>Election Cycle Reports</i>	1/6/16 – 4/5/16 <i>(Primary)</i>	497	<ul style="list-style-type: none"> E-File only – no paper copy is required. File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to a political party committee. The recipient of an in-kind or non-monetary contribution must file a Form 497 within 48 hours from the time the in-kind or non-monetary contribution is received.
	4/6/16 – 6/7/16 <i>(General)</i>		
Feb 25, 2016 <i>1st Pre-Election (Primary)</i>	1/1/16 – 2/20/16	460	<ul style="list-style-type: none"> All committees must file this report.
Mar 24, 2016 <i>2nd Pre-Election (Primary)</i>	2/21/16 – 3/19/16	460	<ul style="list-style-type: none"> All committees must file this report. Paper copies must be filed by personal delivery or guaranteed overnight service only.
Apr 28, 2016 <i>1st Pre-Election (General)</i>	3/20/16 – 4/23/16	460	<ul style="list-style-type: none"> Candidates who were unsuccessful in the April 5 election do not file this report.
May 26, 2016 <i>2nd Pre-Election (General)</i>	4/24/16 – 5/21/16	460	<ul style="list-style-type: none"> Candidates who were unsuccessful in the April 5 election do not file this report. Paper copies must be filed by personal delivery or guaranteed overnight service only.
Aug 1, 2016 <i>Semi-Annual</i>	* – 6/30/16	460	<ul style="list-style-type: none"> All committees must file unless the committee filed termination Forms 410 and 460 on or before June 30, 2016. The July 31 deadline falls on a Sunday, so the deadline is extended to the next business day.
Within 10 Business Days <i>\$5,000 Report</i>	Ongoing <i>File any time other than the 90-day election cycle</i>	497	<p>Only e-filers file this report:</p> <ul style="list-style-type: none"> File if a contribution of \$5,000 or more is received from a single source. No paper copy required.

Fair Political Practices Commission

Additional Reports

- **E-Filers only:** Payments of \$5,000 or more made in connection with a state ballot measure will require filing the Form 496 or the Form 497 within 10 business days.
- **Form 511:** File within 10 days of making either of the following expenditures related to an advertisement to support or oppose a ballot measure: 1) A payment totaling \$5,000 or more to an individual to appear in an advertisement, or 2) A payment of any amount to an individual portraying a member of a licensed occupation (e.g., nurse, doctor, firefighter). E-filers also file online.
- **Form E-530:** Committees that make a payment of \$50,000 or more during the 45 days prior to an election for a communication that identifies a state candidate being voted upon in the election but does not expressly advocate the election or defeat of the candidate file within 48 hours. No paper copy is required.

- **This filing schedule is prepared for the special election only. Committees making payments in connection with other elections may trigger other reports.**
- *** Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **E-Filer:** A state committee that has received contributions or made expenditures totaling \$25,000 or more.
- **Form 460:** All state committees, including e-filers, must file paper reports.
- **Paper Filings:** All paper filings may be filed by first class mail unless otherwise noted.
- **Forms 496 and 497:** All reports filed online only.
- **Where to File:** State committees file reports with the Secretary of State. Only candidate controlled committees that are not e-filers file paper copies with the elections official at the candidate's county of domicile.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to any 24-hour contribution reports (Form 497) that are due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week and are subject to a \$10 per day late fine.
- **Penalties:** Failure to file a statement on time subjects a committee to a fine of \$10 per day on both the paper and the e-filed version (e.g., \$20 per day for a late e-filed Form 460). Failure to file a statement could result in an enforcement penalty of \$5,000 per violation.

Fair Political Practices Commission

- **Contribution Limits:** Refer to the [contribution limits chart](#) on the FPPC website.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov, click on the [Learn](#) link.
- **Multiple Committees:** All committees controlled by a candidate for these elections must file reports in connection with this filing schedule. For example, a candidate listed on the April 5, 2016 ballot who also maintains a Senate committee must file pre-election reports for both the Assembly and Senate committees even if the Senate committee has not received or made payments.
- Candidates listed on the April 5, 2016 and June 7, 2016 ballots who make expenditures other than those for their own campaign should contact the FPPC for additional filing requirements.