

**Fair Political Practices Commission
Filing Schedule for
City and County
General Purpose Recipient Committees and Major Donor and Independent Expenditure Committees
Making Contributions or Independent Expenditures in Connection with
November 8, 2016 Elections**

| Deadline | Period | Form | Notes |
|--|---------------------|--|---|
| Aug 1, 2016 <i>Semi- Annual</i> | * – 6/30/16 | 450, 460 or 461 | <ul style="list-style-type: none"> ▪ General Purpose Recipient Committees: File either a Form 450 or Form 460. ▪ Major Donor and Independent Expenditure Committees: File Form 461 only if contributions or independent expenditures are made on or after January 1, 2016. ▪ The July 31 deadline falls on a Sunday, so the deadline is extended to the next business day. |
| Within 10 Days <i>Independent Expenditure Verification</i> | Ongoing | 462 | <ul style="list-style-type: none"> ▪ Committees making independent expenditures must file this form with the FPPC. ▪ E-mail only - no paper copy. ▪ Committees must file only one Form 462 per election for each candidate or measure supported or opposed by an independent expenditure. |
| Within 24 Hours <i>Contribution/ Independent Expenditure Reports</i> | 8/10/16 – 11/8/16 | 496 497 | <ul style="list-style-type: none"> ▪ 496: File if an independent expenditure of \$1,000 or more in the aggregate is made in connection with a candidate or measure on the November 8 ballot. ▪ 497: File if a contribution of \$1,000 or more in the aggregate is made to a candidate or measure on the November 8 ballot or to a political party committee. ▪ File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available. |
| Sep 29, 2016 <i>1st Pre-Election</i> | 7/1/16 – 9/24/16 | 450 or 460 | <ul style="list-style-type: none"> ▪ General Purpose Recipient Committees Only: File if contributions or independent expenditures totaling \$500 or more are made. |
| Oct 27, 2016 <i>2nd Pre-Election</i> | 9/25/16 – 10/22/16 | 450 or 460 | <ul style="list-style-type: none"> ▪ General Purpose Recipient Committees Only: File if contributions or independent expenditures totaling \$500 or more are made. |
| Jan 31, 2017 <i>Semi-Annual</i> | 10/23/16 – 12/31/16 | 450, 460 or 461 | <ul style="list-style-type: none"> ▪ All committees must file this report. ▪ General Purpose Committees: Use Form 450 or 460. ▪ Major Donor and Independent Expenditures Committees: Use Form 461. |

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- **Local Ordinance:** Always check on whether additional local rules apply.
- * **Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
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- * **Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to 24-hour independent expenditure reports (Form 496) and the deadline for the Form 497 that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- **Method of Delivery:** All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a report may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Committee Jurisdictional Status:** A city committee may make contributions and independent expenditures in connection with other elections. Generally, a city committee is one that spends more than 70% of its funds in connection with elections in one city. See FPPC Regulation [18227.5](#) to determine whether your committee is a city, county or state committee.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov, click on the “[Learn](#)” link.
- **Form 511 - Paid Spokesperson Report:** 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).
- **Multi-Purpose Organizations (including non-profits):** Effective July 1, 2014, multi-purpose organizations making political contributions or expenditures are subject to new campaign disclosure rules. In general, an organization that uses its general dues account to make contributions or expenditures may qualify as a major donor or independent expenditure committee and report payments on Campaign Form 461. Such organizations qualify as a recipient committee if expenditures exceed \$50,000 in a 12-month period or \$100,000 in four consecutive calendar years. An organization that qualifies as a recipient committee may need to file reports disclosing contributors. Some organizations will not need to file the year-end semi-annual report. See the FPPC [Campaign Manual 4—Chapter 15](#) for instructions.