Chapter 8
How to Complete Committee Reports

General purpose committees use the Recipient Committee Campaign Statement (Form 460) to report campaign activity for all semi-annual and preelection statements. Committees with no itemizable receipts may use the Form 450 (Committee Campaign Statement-Short Form), a simpler and shorter form reviewed at the end of this chapter. In addition, if a general purpose committee has had no activity (no receipts and no expenditures, except for interest received and bank fees paid) during the reporting period, it may file a Semi-Annual Statement of No Activity (Form 425), also reviewed at the end of this chapter. Certain state committees may be required to file electronically in addition to reports on paper. (See Chapter 7.)
Chapter 8 — Committee Reports

Form 460
How to Complete
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. Be sure to use the correct period covered. Filing schedules are published on the FPPC website (www.fppc.ca.gov) or contact the FPPC for assistance.

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

Part 1: Type of Recipient Committee
Check the “General Purpose Committee” box and indicate whether the committee is sponsored or a small contributor committee. (See Chapter 1 for definitions.) Complete Parts 2, 3, and 4. If this is a controlled general purpose ballot measure committee, also complete Part 5.

Part 2: Type of Statement
Check the appropriate box to indicate the type of statement being filed, e.g., semiannual, preelection, termination. (See Chapters 7 and 9.)

Part 3: Committee Information
When completing this section, make sure the information is the same as that on the committee’s Statement of Organization, Form 410. If the committee has not received an identification number from the Secretary of State, enter “not yet received” in the “I.D. Number” box.
Part 4: Verification

The Form 460 is not considered filed if it is not signed. The committee treasurer or the assistant treasurer named on the committee’s Statement of Organization, Form 410, must review and sign.

In addition, for general purpose ballot measure committees, if an officeholder/candidate controls the committee, have him or her also sign the statement. If two or three officeholders/candidates control the committee, have each one sign. If there are more than three officeholders/candidates controlling the committee, one may sign on behalf of the others.

In some cases, a responsible officer of the sponsor of the committee must also sign. (See Chapter 1.)
### Chapter 8 — Committee Reports

**Form 460 Summary Page**

<table>
<thead>
<tr>
<th>Contributions Received</th>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monetary Contributions</td>
<td>Schedule A, Line 1</td>
<td>$100,450</td>
</tr>
<tr>
<td>Loans Received</td>
<td>Schedule A, Line 2</td>
<td>$1,000</td>
</tr>
<tr>
<td>Sub-TOTAL Cash Contributions</td>
<td>Add Lines 1 &amp; 2</td>
<td>$101,450</td>
</tr>
<tr>
<td>Non-Monetary Contributions</td>
<td>Schedule C, Line 3</td>
<td>$2,380</td>
</tr>
<tr>
<td>TOTAL CONTRIBUTIONS RECEIVED</td>
<td>Add Lines 1-4</td>
<td>$103,830</td>
</tr>
</tbody>
</table>

**Expenditures Made**

<table>
<thead>
<tr>
<th>Expenditures Made</th>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payments Made</td>
<td>Schedule A, Line 1</td>
<td>$40,480</td>
</tr>
<tr>
<td>Loans Made</td>
<td>Schedule A, Line 2</td>
<td>$2,000</td>
</tr>
<tr>
<td>Sub-TOTAL Cash Payments</td>
<td>Add Lines 1 &amp; 2</td>
<td>$30,480</td>
</tr>
<tr>
<td>Accrued Expenses (Impaired Bills)</td>
<td>Schedule C, Line 3</td>
<td>$1,850</td>
</tr>
<tr>
<td>Non-Monetary Adjustment</td>
<td>Schedule C, Line 3</td>
<td>$2,380</td>
</tr>
<tr>
<td>TOTAL EXPENDITURES MADE</td>
<td>Add Lines 1-4</td>
<td>$42,710</td>
</tr>
</tbody>
</table>

**Current Cash Statement**

<table>
<thead>
<tr>
<th>Current Cash Statement</th>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Beginning Cash Balance</td>
<td>Schedule A, Line 14</td>
</tr>
<tr>
<td>13</td>
<td>Cash Receipts</td>
<td>Schedule A, Line 16</td>
</tr>
<tr>
<td>14</td>
<td>Miscellaneous Increases to Cash</td>
<td>Schedule A, Line 17</td>
</tr>
<tr>
<td>15</td>
<td>Cash Payments</td>
<td>Schedule A, Line 19</td>
</tr>
<tr>
<td>16</td>
<td>Ending Cash Balance</td>
<td>Schedule A, Line 21</td>
</tr>
</tbody>
</table>

**Cash Equivalents and Outstanding Debts**

<table>
<thead>
<tr>
<th>Cash Equivalents and Outstanding Debts</th>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>Cash Equivalents</td>
<td>See instructions on reverse</td>
</tr>
<tr>
<td>19</td>
<td>Outstanding Debts</td>
<td>Add Line 2 + Line 3 in Column A</td>
</tr>
</tbody>
</table>

### How to Complete the 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 received and expenditures made during the calendar year. (Committees that do not have a separate bank account for political activity should refer to pages 8-6 and 8-11 for guidance.)

#### Column A

This column reflects the totals found on the summaries located at the bottom of each schedule attached to the statement. If there is no activity to report on a particular schedule, place a zero on the appropriate line. Never leave a line in Column A blank. A blank schedule is not required to be attached to the form for filing.

#### Column B

Amounts shown on Lines 2, 7, and 9 of Column B are carried forward from year to year (and statement to statement) until they are paid. If this is the first statement of the calendar year, this column should reflect the same totals as found in Column A, except for Lines 2, 3, 5, 7, 8, 9, and 11 (if applicable). Otherwise, Column B totals are calculated by adding the figures in Column B from the last statement filed with the figures found in Column A of the current statement. (Note: The amounts reported on Lines 2, 7, and 9 of Column B should be the same as the total outstanding amounts disclosed in column (d) of Schedules B, H, and F, respectively, of the current report.)

The figures in Column B reflect the cumulative amounts received since January 1 of the current calendar year.
Lines 1-5
Collectively, these lines represent contributions received: monetary, nonmonetary, and loans.

Lines 6-11
These lines together represent expenditures made: payments, loans made, accrued expenses (bills that are still outstanding), and nonmonetary adjustments (the amount of nonmonetary contributions received).

Lines 12-16
The Current Cash Statement section should reflect the committee’s actual cash condition 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.

Do not deduct investments made with committee funds from Line 12 or Line 16 if the investment can be converted to cash; e.g., the purchase of certificates of deposit, shares in interest bearing accounts, or money market funds. Reflect the investment amounts in the total amount of cash available.

Line 12
Make sure that this figure is the same as the figure shown on Line 16 (Ending Cash Balance) of the most recently-filed statement. If this is the first statement of the calendar year and no previous statement has been filed for this committee, but money was raised or spent in the previous reporting period that did not equal $1,000 or more, enter the amount of cash on hand on December 31. Otherwise, enter zero.

Line 13
This figure represents the total of all monetary contributions and loans received during the reporting period. Nonmonetary contributions should not be included.

Line 14
This amount represents all items, such as interest on a bank account, that increase the cash position but are not considered contributions. The amount is carried forward from Schedule I, Miscellaneous Increases to Cash.

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

Line 15
This figure represents the total amount the committee has spent during the reporting period, including loans made and any accrued expenses paid.

Line 16
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
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
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. These amounts should be part of the ending cash figure reported on Line 16.

**Line 19**
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. General purpose committees do not complete these sections.

**Committees Without Separate Bank Accounts**
Some organizations have state general purpose committees, but do not have a separate bank account for those committees; they use the organization’s bank account. Regardless, the committee must maintain separate records and report only those funds raised or spent for political purposes in California. If contributions are made to candidates for elective state office, carefully review Chapter 2 regarding contribution limits or call the FPPC for assistance.

*Example*
The Managed Health Care Association of America has a federal political action committee (PAC) that is also a registered California state general purpose committee. All funds received by the federal PAC, including those contributed to federal candidates, are placed into its bank account. No money is raised specifically for making expenditures in California. However, the committee is active in California state and local elections. When the state committee files its campaign statements, it only reports those funds spent for California state and local candidates and committees. In this case, the amount “raised” by the committee and the amount spent will always be equal on the Summary Page for the committee’s Form 460.

**Answering Your Questions**

Q. *Is there any circumstance when Line 16, Ending Cash Balance, would show a negative amount?*
A. If you report a negative amount on Line 16, this means that either you have made a mathematical error in your calculations or you are overdrawn at the bank. Rounding off also may cause a small negative in the cash on hand balance.

Q. *Is there any circumstance when an amount in Column A would be negative?*
A. Yes. When loans and accrued expenses are paid down, the amount reflected in Column A may be a negative amount.

Q. *What should I do if I am unable to balance my accounting records by the filing deadline?*
A. Since the Political Reform Act does not provide for extensions of the deadline, complete the statement as accurately as you can and file an amendment with the corrections as soon as possible.

**General Rules for Reporting Contributions Received**
(See Chapter 4 for definitions and additional information about receiving contributions.)

**$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 within two weeks. (See Chapter 4 for specific language for the notice.) Do not send the notice if the contribution is from another recipient committee.
Leah Perry made a $5,000 contribution to your committee. Within two weeks of receiving the contribution, notify Leah in writing that she must file as a major donor if she makes any number of contributions totaling $10,000 or more during the calendar year.

Joint Checking Account

If a check is received that is imprinted with two individuals’ names, report the contribution 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 letter 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 letter attributes specific amounts to each contributor. (See Chapter 4.)

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. (See Chapter 4.)

Example

Sarah Honey made a $500 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.

Aggregating Contributions

Contributions Received From Multiple Sources

There are a variety of situations in which contributions from two or more donors need to be aggregated for reporting. For instance, 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 4.)

There are special rules for “major donors” (usually 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.

Example

Temple Construction is a subsidiary of Temple Enterprises. Contributions made by the two entities must be aggregated and they qualify as a major donor. Your committee receives a contribution from Temple Construction. Temple Construction is required to notify you that its contribution is reported on a campaign statement filed under the name of Temple Enterprises. Your committee must identify both names on its report and, if you receive contributions from both entities, the contributions must be aggregated for purposes of state contribution limits and for reporting cumulative amounts.

Contributions Received by Multiple Committees

If more than one affiliated committee receives contributions from the same donor, the contributions received by the committees are not cumulated.

Example

State Firefighters United has two general purpose committees: one committee makes contributions to state candidates and the other committee makes contributions to support state and local ballot measures. Leah Perry made a contribution...
of $200 to each committee. Each committee reports the contributions from Leah on Schedule A, in the column titled Cumulative to Date – Calendar Year, as $200.

Some general purpose committees are required to have more than one bank account. (See Chapter 2.) When a single general purpose committee has more than one bank account, contributions from a single source are cumulated.

**Example** The State Firefighters United committee has two bank accounts: one is used to make contributions to state candidates and the other is used only for administrative expenses. Bill Woods made two contributions to that committee; $2,500 for the state candidate account and $500 for the administrative account. When the committee reports the contributions on Schedule A, $3,000 is the amount reported in the column titled Cumulative to Date – Calendar Year.

**Reporting Cumulative Amounts**
Contributions from the same source are cumulated from January 1 through December 31.

**Returned Contributions**

**Missing 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 3.)

**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 be reported. A late contribution 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. An “enforceable promise” has been received when a contributor promises, in writing, to pay for specific goods or services and, based on that promise, the committee expends funds or enters into a legally-enforceable contract with a vendor to purchase the goods or services. An “enforceable promise” has not been made if a person signs a pledge card or similar document, or agrees to make a contribution by installment payments through wire transfer, credit card transaction, debit account transaction, or similar electronic payment.

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.

**Installment Payments**

Contributions may be received as installment payments made at regular intervals over a period of time via credit card, debit card, wire transfer, or similar electronic means. When a contributor authorizes a series of installment payments, the contribution is reported as received when the committee, or an agent of the committee, obtains possession or control of the funds for each installment payment.

**Example** Sandra Nickel informed your committee that she wanted to contribute a total of $500, but would need to make the contribution in five payments of $100 each month. On June 1, she provided you with her credit card information and authorized your committee to charge her account $100 on that date and on the first of the next four months. Your campaign statement due July 31 covering the period January 1 through June 30. Your campaign statement must itemize Sandra and report receipt of $100 from her on June 1; the report would not include the future contributions.

**Sponsor’s Contributions**

If the sponsor of a committee collects contributions for the committee by means of employee payroll deductions or membership dues, the committee must disclose the sponsor as an intermediary for the contributions. Individual employees or members must be itemized on the committee’s reports if an employee or member contributes $100 or more to the committee in a calendar year.

If the sponsor makes contributions directly to other committees or candidates, the sponsored committee may report the contributions as if they were received and made by the committee. These committee reports must be signed by the treasurer and a responsible officer of the sponsor.

**Example** A trade association has a sponsored general purpose committee. The association made a contribution of $2,500 from its general fund directly to a state ballot measure committee. On its next report, the sponsored committee reports: $2,500 on Schedule A and $2,500 on Schedules D and E. Both the treasurer of the committee and the president of the trade association must sign the committee’s statement. The committee must identify the donors to the trade association’s general fund that made up the $2,500 and itemize any source of $100 or more.

The committee is not required to report on its statement contributions the sponsor makes directly. However, depending upon the amount and number of contributions, the sponsor may become a recipient committee with its own reporting obligations. (See the Multi-Purpose Organization discussion in Chapter 1 or contact the FPPC for assistance.)
Chapter 8 — Committee Reports

Form 460
Schedule A

How to Complete 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.

A monetary contribution collected by means of payroll deductions or membership dues by a membership organization for its sponsored committee is received by the committee on the earlier of the following:

- The date the committee obtains actual possession or control of the contribution; or
- Within 60 days after the receipt of the payment by the committee’s sponsor.

Contributor Information

Itemize persons and organizations that 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. (See Chapter 3.)
Multi-Purpose Organizations
A multi-purpose organization (see Chapter 1) that does not receive earmarked payments for political purposes and makes political expenditures in California from the same bank account used for the organization’s other programs only has to report that portion of its receipts that is actually spent in connection with political activities in California. It must also identify those persons from whom it receives contributions of $100 or more in a calendar year. Any reasonable allocation method is appropriate.

Example The Golden Rule Association receives $100,000 in donor payments; the funds are used for political and non-political purposes. In one year, it contributes 10%, or $10,000, to California candidates or committees. Therefore, it has “received” $10,000 in contributions. One method of accounting would be to use 10% of each donor’s payment as a “contribution” to the committee. The committee must identify each person who paid a total of $1,000 or more, because 10% of that person’s payment equals $100 to California candidates or committees.

Contributor Codes
For each itemized contribution, check the box indicating whether the contributor is an individual, a committee, “other” (such as a business entity), or a political party. (The code “SCC” is applicable only to contributions received by state candidates.)

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, put “requested” or similar language in this column and amend Schedule A when the information has been received. (See Chapter 3 for restrictions on contributions received when the name, address, occupation, or employer information is missing.)

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.

Amount
Report the amount of the contribution.

Cumulative to Date
The amount listed in the “Cumulative to Date—Calendar Year” column will differ from the “Amount Received This Period” column if the committee has received other contributions, including nonmonetary contributions, loans, or loan guarantees from this same source during the year.

Per Election to Date
This column does not apply to general purpose committees, unless otherwise required 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.

Answering Your Questions
Q. We received a contribution of $75 this period from someone who contributed $50 earlier this year. The $75
contribution was itemized on Schedule A. Should the $75 be included on Line 1 or 2 of the Schedule A summary?

A. All itemized contributions (including contributions under $100 that are itemized because the contributor’s cumulative total is $100 or more) are totaled on Line 1 of the schedule summary. Only unitemized contributions are included on Line 2 of the schedule summary.

Q. Senator Cruz has funds left in his election committee account. To start his general purpose ballot measure committee, he transfers $10,000 from his election committee to the new general purpose ballot measure committee. Must he attribute the $10,000 to contributors to his election committee when transferring the funds?

A. No. The general purpose ballot measure committee may receive the contributions without attribution. The transfer is reported as a contribution on Schedule A from Senator Cruz’ election committee.
How to Complete Schedule B – Part 1

Loans Received

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

Outstanding loans are reported on each campaign statement until they are paid or forgiven. 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.

Lender Information

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 and address, including zip code.

Contributor Codes

For each itemized lender, check the box indicating whether the lender is an individual, a committee, “other” (such as a business entity), or a political party. (The code “SCC” is applicable only to contributions received by state candidates.)

Occupation and Employer Information

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, put “requested” or similar language in this column and amend Schedule B, Part 1 later. (See Chapter 3 for restrictions on contributions received when the name, address, occupation, or employer information is missing.)

Quick Tip

Report each loan separately, even if the committee has received more than one loan from a single source.
Chapter 8 — Committee Reports

(a) Outstanding Balance Beginning This Period
Enter the outstanding loan balance at the beginning of this reporting period (Column (d) of the last report filed). If the loan was received this period, enter zero or leave Column (a) blank.

(b) Amount Received This Period
Enter the amount received from the lender during this reporting period. If this loan was received in a previous reporting period, enter zero or leave Column (b) blank.

(c) Amount Paid or Forgiven This Period
Enter the amount of any reduction of the loan during this reporting period. Check 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 or leave this column blank 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
General purpose committees must total the loans and monetary and nonmonetary contributions received from this same source during the calendar year. (The “per election” line is not applicable to general purpose ballot measure committees.) Local committees may be required to use the “per election” line under local ordinance. Check with your local filing officer.

QuickTip
A loan is a contribution unless it is received from a commercial lending institution in the ordinary course of business.

Schedule B 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.
How to Complete 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, a committee, “other” (such as a business entity), or a political party. (The code “SCC” is applicable only to contributions received by state candidates.)

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
Loans, including loan guarantees, and monetary and nonmonetary contributions received from this same source during the calendar year are cumulated.

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.
Chapter 8 — Committee Reports

How to Complete 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 4 for assistance in determining the fair market value of a nonmonetary contribution.)

Example: Seaside TV Sales donated a television to your committee. The cost to Seaside TV for the television was $500. Because it would have cost your committee $1,000 to purchase the TV at fair market value, the nonmonetary contribution from Seaside TV Sales is $1,000.

Examples of Nonmonetary Contributions

- 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
- Poll results, mailing lists, mailings, and other advertising
- Compensation paid by an employer to an employee who spends more than 10% of his or her compensated time in a calendar month working on behalf of a committee. Compensation includes gross wages paid and any benefits in lieu of wages, such as stock options or an annuity purchase. Compensation does not include routine fringe benefits, such as the employer’s payments to a health plan or payroll taxes.
- Forgiveness of an accrued expense by the creditor
- Use of an office, automobile, or airplane
Chapter 8 — Committee Reports

(See Chapters 4 and 5 for exceptions, such as volunteer personal services, home/office fundraisers, and member communications.)

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. Other costs paid by a sponsoring organization are contributions to the committee, such as the cost of raising funds for the committee, and are subject to regular reporting and contribution limits.

Example: The California Tree Doctors Association has formed a committee. 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 must report the administrative services from the Association in the “Description of Goods or Services” column on Schedule C of its campaign reports. During an election year, the Association sends a special mailing to its members to raise additional funds to support the committee. The Association also hosts a golf tournament to raise funds to support the Association’s activities generally, but the invitation to the golf tournament will include a reply card allowing participants to make additional contributions to the committee. The committee must disclose the payments made by the Association for the solicitation mailing and the portion of the costs for the golf tournament invitations that are attributable to the solicitation for the committee on Schedule C as nonmonetary contributions from the Association (rather than administrative services).

Date Received

A nonmonetary contribution is received on the earlier of the following:

- The date that funds are spent by the contributor; or
- The date that the committee obtains possession or control of the goods or services, or receives the benefit of the expenditure.

Example: A group of members of your committee’s sponsoring organization, in coordination with your committee, printed a brochure seeking additional contributions to the committee for a special fundraising drive. The group delivered the brochures to your committee on February 22 and paid the bill for the printing on March 15. Your committee received the nonmonetary contribution on February 22.

Contributor Information — Occupation/Employer and Amount Columns

Itemize contributors of $100 or more. If the contributor is an individual, in addition to his or her street address, city, state, and zip code, provide occupation and employer information, in addition to the amount received this period, and the cumulative amount to date. (See Chapter 3 for restrictions on contributions received when the name, address, occupation, or employer information is missing.)
Contributor Codes
For each itemized contribution, check the box indicating whether the contributor is an individual, a committee, “other” (such as a business entity), or a political party. (The code “SCC” is applicable only to contributions received by state candidates.)

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. (See Chapter 4 for assistance in determining the fair market value of a nonmonetary contribution.)

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.

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).

Answering Your Questions
Q. What is the value of the time provided by a graphic artist who volunteers to design a campaign mailer for your committee?
A. In designing a campaign mailer, the artist’s time has no reportable value. However, if the artist is an employee of a business and spends more than 10% of his or her compensated time in a calendar month working on the mailer, the paid compensation becomes a nonmonetary contribution to your committee.

Q. A trade association produced and sent a communication to its members advocating its position on a ballot measure. Are costs associated with this communication reportable by the association’s sponsored committee?
A. No. Payments made by a sponsor for communications that are sent only to the organization’s members, employees, or shareholders, or their families, are not contributions to the ballot measure committee endorsed in the communications. If a sponsored committee sent the communication to its sponsor’s members, the payment would be reported as an expenditure on Schedule E or F.
Schedule D – Expenditures Supporting/Opposing Other Candidates, Measures, and Committees

Schedule D is a summary of payments reported on Schedules E, F, and H that are contributions or independent expenditures to support or oppose candidates, measures, and other committees, including:

- A monetary contribution or loan to a candidate or committee;
- A payment to a vendor for goods or services for a candidate or committee (i.e., a nonmonetary contribution);
- A donation to a candidate or committee of goods on hand, or the payment of salary or expenses for a campaign employee who spends more than 10% of his or her compensated time in a calendar month working for another candidate or committee; and
- A payment for a communication (e.g., a mailing, billboard, radio ad) that expressly advocates the election/passage or defeat of a clearly-identified candidate or ballot measure, but the payment is not made to, or at the behest of, the candidate or ballot measure committee. (See Chapter 5 regarding independent expenditures and member communications.)

How to Complete Schedule D – Summary of Expenditures Supporting/Opposing Other Candidates, Measures and Committees

Date

Report the date the contribution or independent expenditure was made. A monetary contribution is made on the date it is mailed, delivered, or otherwise transmitted to the officeholder, candidate, or committee. A nonmonetary contribution is made on the earlier of the following:
The date an expenditure is made for the goods or services; or

The date the candidate, committee, or an agent obtains possession or control of the goods or services, or receives the benefit of the expenditure.

An independent expenditure is made on the earlier of the following:

- The date the payment is made; or
- The date the committee making the payment receives consideration in exchange for the expenditure(s) (e.g., when the advertisement appears).

For purposes of reporting independent expenditures on Schedule D, the date an independent expenditure is made is the date the communication is mailed, broadcast, or otherwise disseminated to the public. If payments are made in one reporting period for a communication that is disseminated to the public during a subsequent reporting period, report the payments on Schedule E for the period in which they were made and complete Schedule D when the communication is disseminated. A payment for a communication that is never disseminated to the public is not an independent expenditure and need not be reported on Schedule D. Report the payment on Schedule E for the period in which it was made.

**Candidate and Office, Measure and Jurisdiction, or Committee**

If a total of $100 or more is contributed or expended during a calendar year to support or oppose a single candidate, ballot measure, or another general purpose committee (e.g., a political party), disclose the name of the candidate and the office sought or held, the number or letter and jurisdiction (e.g., state, multi-county, county, city, special district, etc.) of the ballot measure, or the name of the general purpose committee. For each candidate or measure listed, indicate whether the payment was made to support or oppose the candidate or measure.

**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., paper, copier), 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 or independent expenditures made this period relative to each candidate, measure, or committee.

Example
Your committee made a $100 contribution to Committee to Support Bike Lanes, Yes on Measure C on October 3. In addition to reporting it on Schedule D, the expenditure is also reported on Schedule E.

Cumulative to Date Calendar Year
Report the cumulative amount contributed to or expended to support or oppose each itemized candidate, ballot measure, or committee since January 1 of the current calendar year.

If contributions are made to more than one election committee controlled by the same candidate, report the total amount contributed to all of the committees. Do not cumulate contributions made to a candidate for election purposes with contributions to other committees the candidate controls, such as a legal defense fund or controlled ballot measure committee. In addition, do not cumulate independent expenditures and contributions made to support a candidate.

Example
Jackson Tribe has two committees, one for his last election to the Assembly which is raising funds for debt retirement, and one to raise funds for reelection. If on February 10 your committee contributes $1,000 to both, report $2,000 in the column entitled, “Cumulative to Date Calendar Year.”

In addition, there are situations in which contributions made by two or more committees must be aggregated for purposes of reporting cumulative amounts, and for purposes of state contribution limits.

(See Chapter 4 for detailed information about aggregating contributions.)

Example
Your organization has two general purpose committees, both are state committees and are directed and controlled by the same board of directors. One is a small contributor committee and the other committee makes contributions to state candidates. If each committee makes a contribution to the Governor of $5,000 during the first semi-annual reporting period, each committee would report $5,000 in the “Amount this Period” column, and $10,000 in the column entitled, “Cumulative to Date Calendar Year.”

Per Election to Date
If a contribution is made to a candidate that is subject to state contribution limits (or if required by local ordinance), disclose the total amount contributed to the candidate in connection with each limitation cycle and identify the election year. The primary and general elections are separate elections. For example, a $3,900 contribution to a candidate for the primary election in 2010 would be disclosed as “$3,900 P-10.” For purposes of contribution limits, contributions to a committee established by a state officeholder for officeholder expenses must be cumulated with contributions to any committee controlled by the officeholder for a future election.

<table>
<thead>
<tr>
<th>“Per Election to Date” Column</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Limitation Cycle</strong></td>
</tr>
<tr>
<td>Primary P</td>
</tr>
<tr>
<td>General G</td>
</tr>
<tr>
<td>Special S</td>
</tr>
<tr>
<td>Runoff R</td>
</tr>
</tbody>
</table>

Answering Your Questions
Q. Are there any restrictions on contributions made from a state candidate’s controlled committee to a
Chapter 8 — Committee Reports

general purpose ballot measure committee controlled by another state candidate?

A. Yes. A committee controlled by a candidate for elective state office may not contribute more than $3,900 to any other committee controlled by a state candidate.

Q. A state candidate may control more than one committee, including election committees, an officeholder committee, a legal defense committee, and a ballot measure committee. Are contributions to these committees aggregated to calculate the “calendar year” cumulative amount reported on Schedule D?

A. Contributions to a candidate’s election committees must be aggregated during the calendar year, including contributions to committees for more than one office or election. Do not aggregate contributions among non-election committees.

Q. Are contributions to multiple committees controlled by a state candidate aggregated to calculate the “per election to date” cumulative amount?

A. Contributions to different election committees controlled by a state candidate are not cumulated for the “per election to date” column. However, contributions to a committee established by an elected state officeholder for officeholder expenses must be cumulated with contributions to any committee controlled by the officeholder for a future state office. (See Chapter 2.)

Q. Our controlled general purpose ballot measure committee transferred funds to a primarily formed ballot measure committee controlled by the same candidate. Is the transfer reportable as a contribution?

A. Yes. Transfers between a candidate’s controlled election committees are generally not considered contributions (although funds may have to be attributed to particular donors who made contributions to the transferring committee for purpose of the limits on contributions to candidates for elective state office). However, transfers to controlled ballot measure committees are considered to be contributions.

Q. Our committee made a monetary contribution to a primarily formed committee to oppose a candidate. How is the contribution reported on Schedule D?

A. The name of the candidate (including the office and district) is listed on Schedule D and the “oppose” and “monetary contribution” boxes are marked. The name and address of the primarily formed committee that received the contribution will be itemized on Schedule E.

Q. Our committee’s sponsor will contribute employee time to a ballot measure committee. The employees will spend 80 percent of their compensated time for two months working for the committee. When is this in-kind contribution reported on the Form 460?

A. You may use the date the employees regularly receive their paychecks as the date the in-kind contribution was made. To provide accurate reporting during the late period, you may estimate the amount of the in-kind contribution, if necessary.

Q. Our association has two committees, one for state ballot measures and one is a small contributor committee. Is a contribution from the small contributor committee to the ballot measure committee required to be listed on Schedule D?

A. Yes.

Q. Our committee received a returned contribution from a candidate who lost in
the primary election. Must we amend the report disclosing the contribution?

A. No. Report the returned contribution on Schedule I for the period in which it was received from the candidate.

Schedule E – Payments Made and Schedule F – 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 10.)

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 candidates, officeholders, and other 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.

Example 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 did you receive the flowers during the period covered by the statement.

Unpaid administrative overhead expenses owed by 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. (See the Schedule C instructions earlier in this chapter if your committee’s sponsor provides administrative services to the committee.)

Example On June 15, your committee received two bills for June services. One bill was from an outside accounting firm and the other was for office rent. The due date for both invoices is July 15. If, on June 30, the committee has not paid the two bills, the bill from the outside accounting firm is reported on Schedule F as an accrued expense on your semi-annual statement; the rent bill, however, is not.

General Rules

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 of $100 or more over time for a product or service, other than general administrative expenses such as rent and utilities, the unpaid balance may
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be reportable on Schedule F as an accrued expense.

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
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;
- Design or management of committee literature or advertising;
- Advertising time or space; and
- Surveys, polls, signature gathering, and door-to-door solicitation of voters.

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 late contribution). 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 3.)

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.

(Examples) A volunteer purchased $535 worth of lumber, $150 worth of postage, and $130 for balloons, all for a fundraiser. Itemize the agent’s name and address on Schedule E (or Schedule F if the volunteer was not reimbursed during the reporting period), provide a code or a description of the expenditures, and the amount being reimbursed: $815. In addition, on Schedule G, itemize the name and address of the lumber company, enter the code FND or provide a description of the expenditure, and the amount paid to the lumber company: $535.

The Medical Care Providers PAC hires a consultant to help them get out their message of support for Proposition 345. The consultant is given a budget of $80,000 for advertising. The consultant buys air time on three TV stations. Each station received $25,000 to air ads urging voters to support Proposition 345. On Schedule E, the committee will show a payment of $80,000 to
the consultant. In the “Description of Payment” column, the committee will state, “See Schedule G.” On Schedule G, the committee will itemize each station, noting the amount each station received.

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 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 vendor itemized, 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.

Example
The treasurer of a general purpose ballot measure committee used the committee credit card on December 28 at two different vendors to purchase office supplies and to have invitations to a fundraiser printed. The printing job cost $460, while the office supplies were under $100. Since the committee did not make a payment on the credit card by December 31, the end of the reporting period, the amount owed is reported on Schedule F. In addition to the total amount owed to the financial institution that issued the credit card, the committee also itemizes the printer, since the amount owed is $100 or more. The committee will report payments it makes to the financial institution, but does not reitemize any vendors.

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

Candidate Controlled Committees
When a general purpose ballot measure committee that is controlled by a state or local candidate or officeholder itemizes an expenditure for a gift, a meal, or travel, the committee must briefly describe on Schedule E or F the political, legislative, or governmental purpose for the expenditure. In addition, the committee must include the following information:

Gifts: When reporting an itemized expenditure for a gift, 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 also 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 3.)

**Travel Payments:** When reporting an itemized expenditure for travel, including lodging and meals, the committee must also provide the date or dates of the travel, the destination, and the goods or services purchased. In addition, the description must 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 3.)

**State Candidate Controlled Ballot Measure Committees:** Committee expenditures are restricted to only those related to the measures identified on the Form 410 and reasonable fundraising and operating costs. Such committees may not make a contribution to a controlled committee for elective office.

When reporting expenditures, the committee must specify the amount of the expenditure attributed to each measure or potential measure identified on the Form 410. Only expenditures made for operating costs, administrative overhead, fundraising, travel, compliance costs or attorney’s fees that can not be attributed to a specific measure or potential measure are exempt from the additional explanation. (See Chapter 10.)
How to Complete Schedule E

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, an expenditure may be reported separately by category.

For expenditures that are nonmonetary contributions to or independent expenditures to support or oppose a candidate or ballot measure, provide the applicable code “CTB” or “IND” and disclose the name of the candidate or committee that received the contribution, or the name of the candidate or ballot measure supported or opposed by the independent expenditure. Also give a brief description of the contribution or independent expenditure. These expenditures also must be disclosed on Schedule D.

Payment of Accrued Expenses

When paying accrued expenses previously reported on Schedule F, report all payments on Schedule E, itemizing at $100.
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.
How to Complete Schedule F

Payments Made

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. 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.

For accrued expenses in connection with nonmonetary contributions to or independent expenditures to support or oppose a candidate or ballot measure, provide the applicable code “CTB” or “IND” and disclose the name of the candidate or committee that received the contribution, or the name of the candidate or ballot measure supported or opposed by the independent expenditure. Also give a brief description of the contribution or independent expenditure. These expenditures also must be disclosed on Schedule D.

Amount Columns

For each itemized accrued expense, report any outstanding balance remaining for the accrued expense from the previous period in column (a), the amount of new accrued expenses incurred this period in column (b),
the amount paid this period in column (c), and any outstanding balance at the close of the period in column (d).

When payments on accrued expenses are made, in addition to itemizing payments of $100 or more on Schedule F, itemize the payments on Schedule E. Include unitemized payments on accrued expenses on Line 2 of the summary section of Schedule E.

### Estimating Accrued Expenses

If the exact amount of a debt or obligation is unknown, an estimate may be reported. When the exact amount is known, the committee must 1) amend the statement on which the estimated amount was reported; or 2) make an adjustment on the next campaign statement by showing the difference between the estimated amount and the actual amount in column (b), Amount Incurred This Period. If the actual amount is less than the estimate, the amount listed in column (b) should be a negative number and subtracted from the totals. When reporting estimated amounts or corrections to estimated amounts, note that fact on the campaign statement.

**Example**

On its second pre-election statement, a committee reported an estimated accrued expense of $5,000 owed to Reliable Printing. An invoice was received during the next reporting period showing the actual amount owed as $4,500. On Schedule F, column (a) of its next statement, the committee will report an outstanding accrued expense of $5,000. In column (b), the amount incurred this period will be a negative $500. The committee paid the entire bill and therefore will report $4,500 as paid this period in column (c), with a zero balance in column (d).

### 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, the creditor may not be making a contribution. Because this is a factual determination, call the FPPC toll-free at (866) 275-3772 for advice.

### 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 this statement.

**Answering Your Questions**

**Q.** When are unpaid bills reportable as accrued expenses?

**A.** 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.

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

**A.** 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.

**Q.** We have a contract to pay our fundraising 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?

**A.** 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.

**Q.** 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 on Schedules E and F when the accrued expense is paid?

**A.** 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.
Chapter 8 — Committee Reports

Schedule G – Payments Made by an Agent or Independent Contractor

Use Schedule G to report payments made on behalf of the committee by agents (such as committee 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.

General Rules

Who Completes Schedule G

Schedule G may be completed by the agent or independent contractor and given to the committee, or it may be completed by the committee from information provided by the agent or independent contractor.

Deadline

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 (or within 24 hours for late contributions).

How to Complete Schedule G

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 and F instructions for additional information.

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

Schedule H is for reporting loans made by the committee. Outstanding loans are reported on each campaign statement until they are paid.

### General Rules

Generally, campaign funds may be used to make loans to candidates, officeholders, or bona fide charitable, educational, civic, religious, or similar tax-exempt non-profit organizations. A substantial part of the proceeds may not have a material financial effect on the committee treasurer, or any individual with authority to approve the expenditure of campaign funds, or a member of his or her immediate family. The loan must also bear a reasonable relationship to a political, legislative, or governmental purpose. Loans made to state candidate election committees are subject to state contribution limits.

Loans may not be made with committee funds to the sponsor of the committee unless the funds are used for a political, legislative, or governmental purpose.

### How to Complete Schedule H

#### Recipient Information

For each loan of $100 or more that was made or was outstanding during the reporting period, disclose the recipient's name and street address, city, state, and zip code and, if the recipient is an individual, his or her occupation and employer or, if self-employed, the name of the business.

(a) **Outstanding Balance Beginning This Period**

Enter the outstanding loan balance at the beginning of this reporting period (Column (d) of the last report filed). If the loan was received this period, Column (a) should be left blank.

(b) **Amount Loaned This Period**

Enter the amount loaned to the recipient during this reporting period. If this loan was made in a previous reporting period, Column (b) should be left blank.

(c) **Repayment or Forgiveness This Period**

Enter the amount of any reduction of the loan during this reporting period. Indicate...
whether the loan was paid or forgiven. If the committee forgives a loan, also report the transaction on Schedule E and if the recipient of the loan is a candidate or committee, report the forgiveness as a contribution on Schedule D.

(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 Received
Enter the interest rate and amount of interest received on the loan during this reporting period. Interest received is reported separately from payments received on the loan principal. Interest received is also transferred to the Schedule I summary.

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

(g) Cumulative Loans to Date
For each loan that is a contribution, enter the cumulative amount of contributions (including loans, loan guarantees, monetary and nonmonetary contributions) made to the recipient during the calendar year covered by the statement. If the recipient is a state candidate, also enter the total amount contributed in connection with each election and identify the election year. Because loans are contributions, the total amount of contributions, including loans, may not exceed the applicable state contribution limit. (Loans to candidates or other committees must also be reported on Schedule D.)

Schedule H Summary
Line 3 of the summary section of Schedule H will be a negative amount when payments received this period are greater than the amount of new loans made. Transfer the amount to the Summary Page, Column A, Line 7 as a negative figure and subtract this amount from the figure in Column B, Line 7 on the previous statement filed to determine the amount to report in this statement’s Column B, Line 7 of this statement.

Schedule I – 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, from items sold at a garage sale or auction;
- Contributions returned to the committee;
- 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; and
- Receipts from the sale of committee assets.

General Rules
Donated Items
When reporting sources who have purchased donated items, e.g., items sold at a garage sale, report the amount received, up to the fair market value, on Schedule I. Any amount in excess of the fair market value is a contribution and reported on Schedule A.

Example
Gail Yadon purchased a television donated by Seaside TV Sales at your committee’s garage sale. The donated television was previously...
reported on Schedule C with a fair market value of $1,000. Gail paid $1,500 for the television. Report the fair market value of $1,000 on Schedule I and itemize the additional $500, the amount over the fair market value, as a contribution on Schedule A.

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 Schedules E or H.

How to Complete 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, 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.
Form 450

The Form 450 may be filed 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).

How to Complete Form 450

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. Be sure to use the correct period covered. Filing schedules are published on the FPPC website (www.fppc.ca.gov) or contact the FPPC for assistance.

Date of Election

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

Part 1: Type of Recipient Committee

Check the box indicating that the committee is a general purpose committee, and also indicate whether it is sponsored and/or a small contributor committee.

Part 2: Type of Statement

Check the appropriate box to indicate the type of statement being filed, e.g., semiannual, preelection, termination. (See Chapter 7.)

Part 3: Committee Information

When completing this section, make sure the information is the same as that on the committee’s 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. Have the committee treasurer or the assistant treasurer review and sign. In addition, if an officeholder/candidate controls a general purpose ballot measure committee, have him or her also sign the statement. If two or three officeholders/candidates control the committee, have each one sign. If there are more than three officeholders/candidates controlling the committee, one may sign on behalf of the others.

A responsible officer of the sponsor of the committee may also be required to sign. (See Chapter 1.)

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**How to Complete the 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.

The summary page also discloses the ending cash balance.
How to Complete Section 5 Payments Made

Refer to the “General Rules” section in the instructions above for completing Form 460.

For each payment of $100 or more, provide:

**Date**

The date an expenditure is made is required if the expenditure is a contribution or an independent expenditure to support or oppose a candidate, ballot measure, or other 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.

**Description of Payment**

Enter a brief description of the goods or services.

**Candidate and Office, Measure and Jurisdiction, or Committee**

If a total of $100 or more is contributed or expended during a calendar year to support or oppose a single candidate, ballot measure, or another general purpose committee (e.g., a political party), disclose the name of the candidate and the office sought or held, the number or letter and jurisdiction (e.g., state, multi-county, county, city, special district, etc.) of the ballot measure, or the name of the general purpose committee. For each candidate or measure listed, indicate whether the payment was made to support or oppose the candidate or measure and check one of the boxes indicating whether the payment was a contribution or an independent expenditure. (See Chapters 4 and 5.)
Chapter 8 — Committee Reports

**Amount This Period**
Provide the amount(s) of the payment(s).

**Cumulative Amounts to Date**
For each payment that is a contribution or an independent expenditure, report the cumulative amount contributed to or expended to support or oppose each itemized candidate, ballot measure, or committee since January 1 of the current calendar year.

If contributions are made to more than one election committee controlled by the same candidate, report the total amount contributed to all of the committees.

Do not cumulate contributions made to a candidate and to that candidate’s controlled ballot measure committee, and do not cumulate independent expenditures and contributions made to support a candidate.

**Example**
Jackson Tribe has two committees, one for his election campaign to the Assembly which is raising funds for debt retirement, and one to raise funds for reelection. If, in a calendar year, your committee contributes $1,000 to both, report $2,000 in the column entitled, “Cumulative to Date Calendar Year.”

In addition, there are situations in which contributions made by two or more committees must be aggregated for purposes of reporting cumulative amounts and for purposes of state contribution limits. (See Chapter 4 for detailed information about aggregating contributions.)

**Example**
Your organization has two general purpose committees, both are state committees and are directed and controlled by the same board of directors. One is a small contributor committee and the other committee also makes contributions to state candidates. If each committee makes a contribution to the Governor of $5,000 during the first semi-annual reporting period, each committee would report $5,000 in the “Amount this Period” column, and $10,000 in the column entitled, “Cumulative to Date Calendar Year.”

If a contribution is made to a candidate that is subject to state contribution limits (or if required by local ordinance), also disclose the total amount contributed to the candidate in connection with each limitation cycle and identify the election year. The primary and general elections are separate elections. For example, a $3,900 contribution to a candidate for the primary election in 2010 would be disclosed as “$3,900 P-10.”

<table>
<thead>
<tr>
<th>“Per Election to Date” Column</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Limitation Cycle</strong></td>
</tr>
<tr>
<td>Primary P</td>
</tr>
<tr>
<td>General G</td>
</tr>
<tr>
<td>Special S</td>
</tr>
<tr>
<td>Runoff R</td>
</tr>
</tbody>
</table>

**Amending Form 460 or Form 450**
To change or provide information missing from a previously-filed Form 460 or Form 450, complete a new Cover Page, check the "Amendment" box under "Type of Statement." Also check the box showing the type of statement being amended (e.g., preélection, semi-annual) and enter the period covered by the statement being amended. Provide a brief explanation and list the schedules or parts being amended. Include an amended Summary Page, if applicable.

Attach the amended schedule(s) and file the amendment with all of the filing officers that received the original filing. (See Chapter 7.)

To amend a report filed electronically with the Secretary of State, a complete replacement filing is required.
Chapter 8 — Committee Reports

Form 425

The Form 425 may be filed instead of the Form 460 or Form 450 if, during a semi-annual reporting period, the committee has not received any contributions and has not made any expenditures.

How to Complete

Part 1: Committee Information

When completing this section, make sure the information is the same as that on the committee’s 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 2: Period of No Activity

The period covered is always the first or second six months of a calendar year: January 1 – June 30 or July 1 – December 31. Check one box indicating which six-month period is covered, and report the year.

Part 3: Verification

The Form 425 is not considered filed if it is not signed. Have the committee treasurer or the assistant treasurer review and sign.

Example: For the first six months of the calendar year, the only financial activity for a general purpose recipient committee was interest earned on its checking account. This committee may use the Form 425 for its first semi-annual statement of the year, since it did not receive any contributions, or make any expenditures.
Chapter 8 — Committee Reports

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

Government Codes Sections
81004 Reports and Statements; Perjury; Verification.
81004.5 Reports and Statements; Amendments.
82013 Committee.
82015 Contribution.
82018 Cumulative Amount.
82025 Expenditure.
82025.5 Fair Market Value.
82044 Payment.
84105 Notification of Contributors.
84211 Contents of Campaign Statement.
84212 Forms; Loans.
84213 Candidate Verification.
84216 Loans.
84216.5 Loans Made by a Candidate or Committee.
84302 Contributions by Intermediary or Agent.
84303 Expenditures by Agent or Independent Contractor.
84306 Contributions Received by Agents of Candidates or Committees.
85311 Affiliated Entities; Aggregation of Contributions to State Candidates.
85700 Donor Information Requirements; Return of Contributions.
89515 Use of Campaign Funds for Donations and Loans.

Title 2 Regulations
18215 Contribution.
18215.1 Contributions: When Aggregated.
18216 Enforceable Promise to Make a Payment.
18225 Expenditure.
18401 Required Recordkeeping for Chapter 4.
18419 Sponsored Committees.
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.
18421.4 Reporting Cumulative Amounts for State Elections and State Recipient Committees.
18421.6 Reporting Accrued Expenses.
18421.7 Reporting an Expenditure for a Gift, a Meal, or Travel.
18421.8 Reporting an Expenditure by a Candidate Controlled General Purpose Ballot Measure 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.
18521.5 Ballot Measure Committees Controlled by Candidates for Elective State Office.
18531.7 Payments for Communications—Section 85312.
18534 Required Committee Bank Accounts.
18570 Return of Contributions with Insufficient Donor Information.