

# Campaign Filing Officer Video



Presented by  
External Affairs and Education Division  
Fair Political Practices Commission  
866-275-3772  
advice@fppc.ca.gov  
www.fppc.ca.gov

The following slides are visual aids used in FPPC videos only. They contain only highlights of selected provisions of the law; they do not carry the weight of the law.

1

## The Fair Political Practices Commission

In the wake of the Watergate scandal, California voters passed Proposition 9 in 1974, known today as the Political Reform Act (the Act).

The FPPC was created to:

- Administer and enforce the Act, which includes laws related to campaign finance, conflicts of interest, and lobbying activity
- Inform and assist candidates and public officials in complying with these laws

2

## What We'll Cover Today

- Filing Officer Duties
- Committee Types
- Filing Schedules
- Campaign Statements
- Statement Logs
- Reviewing Statements
- Public Access
- Retention
- Non-Filers
- After the Election
- FPPC Website

3

## Filing Officer Duties

- Supply current forms & manuals
- Receive & review campaign statements
- Maintain a statement log & determine if filers have filed the required statements
- Request & accept amendments
- Notify non-filers & assess or waive late fines
- Refer non-filers to Enforcement
- Provide public access

4

## Recipient Committee Types

**Candidate Controlled Committees** receive contributions to support the candidate's election.

**General Purpose Committees** receive contributions to support or oppose multiple candidates and/or ballot measures.

### Primarily Formed

Ballot Measure Committees receive contributions to support or oppose one or more ballot measures being voted on in the same election.

Candidate Committees receive contributions to support or oppose a candidate or a group of local candidates being voted on in the same election but are not controlled by a candidate.

5

## Non-Recipient Committee Types

**Major Donor Committees** are donors (e.g., individuals or businesses) that contribute \$10,000 or more in a calendar year to candidates and committees.

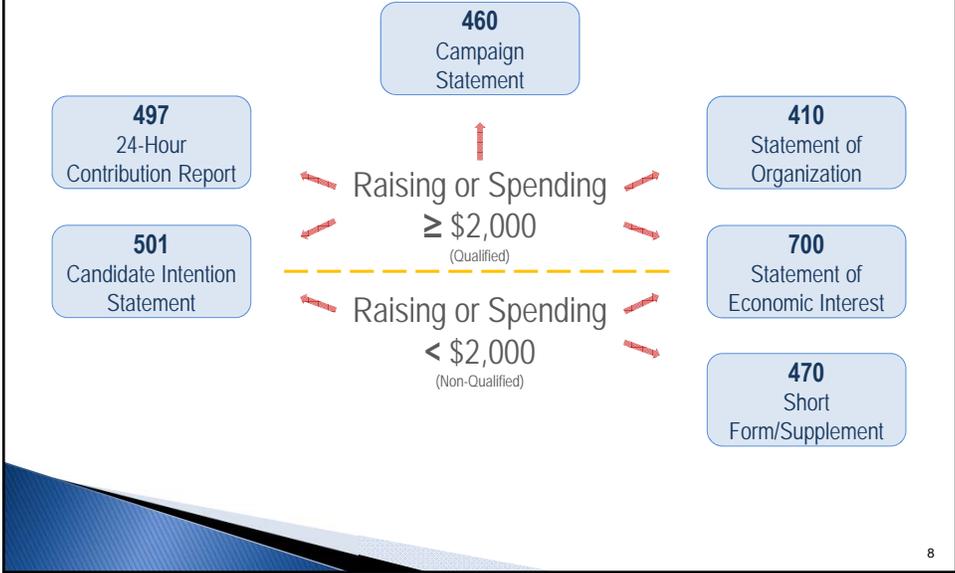
**Independent Expenditure Committees**, without coordinating with the affected candidate or measure committee, make expenditures totaling \$1,000 or more in a calendar year for communications that expressly advocate support or opposition of the candidate or measure.

6

# Commonly Used Forms

	Candidate Committee	Non-Qualified Candidate Committee	General Purpose Committee	Primarily Formed Committee	Major Donor Committee	Independent Expenditure Committee
<b>501</b> Intention Statement	•	•				
<b>470</b> Campaign Statement Short Form/Supplement		•				
<b>410</b> Statement of Organization	•		•	•		
<b>460</b> Campaign Statement	•		•	•		
<b>497</b> 24/hr Contribution Report	•		•	•	•	
<b>425 or 450</b> Campaign Statements			•	•		
<b>461</b> Campaign Statement					•	•
<b>462 &amp; 496</b> Independent Expenditure Reports			•	•	•	•
	Recipient				Non-Recipient	

# Candidate Committees

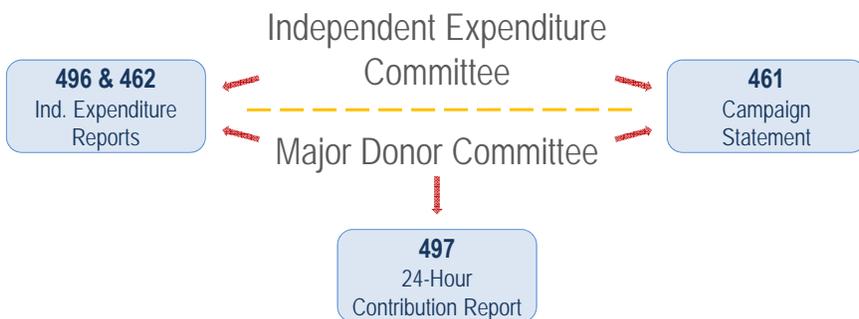


## General Purpose & Primarily Formed Committees



9

## Independent Expenditure & Major Donor Committees



10

# Filing Schedule

Fair Political Practices Commission  
 Filing Schedule for  
 Candidates and Controlled Committees for Local Office  
 Being Voted on November 8, 2016

Deadline	Period	Form	Notes
<b>Aug 1, 2016</b> <i>Semi-Annual</i>	* - 6/30/16	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file Form 460.</li> <li>The July 31 deadline falls on a Sunday, so the deadline is extended to the next business day.</li> </ul>
<b>Within 24 Hours</b> <i>Contribution Reports</i>	8/10/16 – 11/8/16	<a href="#">497</a>	<ul style="list-style-type: none"> <li>File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>File if a contribution of \$1,000 or more in the aggregate is made to another candidate or ballot measure being voted on the November 8 ballot or to a political party committee.</li> <li>The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 within 48 hours from the time the contribution is received.</li> <li>File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.</li> </ul>
<b>Sep 29, 2016</b> <i>1<sup>st</sup> Pre-Election</i>	7/1/16 – 9/24/16	<a href="#">460</a> or <a href="#">470</a>	<ul style="list-style-type: none"> <li>Each candidate listed on the ballot must file either Form 460 or Form 470 (see below).</li> </ul>
<b>Oct 27, 2016</b> <i>2<sup>nd</sup> Pre-Election</i>	9/25/16 – 10/22/16	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file this report.</li> <li>Paper copies must be filed by personal delivery or guaranteed overnight service only.</li> </ul>
<b>Jan 31, 2017</b> <i>Semi-Annual</i>	10/23/16 – 12/31/16	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file unless the committee filed termination Forms 410 and 460 before December 31, 2016.</li> </ul>

- 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.
- 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.

## Filing Schedule Requests

Filing officers may request filing schedules for special elections. Send a request to [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov) and we will create a schedule for your election.

Requests must include:

- Jurisdiction's name
- Date of the election
- Date the election was called
- Purpose (i.e., ballot measure, candidate)

## Statement Log

A filing officer's log is used to determine if the required statements have been filed.

The log should include:

- Name and address of the candidate or committee
- Office held or being sought, and/or ballot measure number
- Committee ID number
- Type of statement
- Reporting period
- Filing deadline
- Date filed

*Note: Logs are public record and must be accessible to the public.*

13

## Sample Log

### CANDIDATE COMMITTEES

Name	Form No.	Period Covered	Deadline	Filed	Late Notifications	
					1st	2nd
Bernhardt, Bryan	501 *	N/A	N/A	12/12/--		
	410 *	N/A	N/A	03/06/--		
	460 (Semi)	01/01/-- - 06/30/--	07/31/--	08/03/--	08/01/--	
	460 (Pre)	07/01/-- - 09/30/--	10/05/--	10/05/--		
	460 (Pre)	10/01/-- - 10/20/--	10/25/--	10/24/--		
	460 (Semi)	10/21/-- - 12/31/--	01/31/--	01/15/--		
Billings, Joel	501 *	N/A	N/A	11/30/--		
	410 *	N/A	N/A	02/10/--		
	460 (Semi)	01/01/-- - 06/30/--	07/31/--	10/05/--	08/01/--	09/15/--
	460 (Pre)	07/01/-- - 09/30/--	10/05/--	10/05/--		
	460 (Pre)	10/01/-- - 10/20/--	10/25/--	10/20/--		
	460 (Semi)	10/21/-- - 12/31/--	01/31/--	01/01/--		
Boris, Peter	501 *	N/A	N/A	12/12/--		
	410 *	N/A	N/A	03/06/--		
	460 (Semi)	01/01/-- - 06/30/--	07/31/--	7/31/--		
	460 (Pre)	07/01/-- - 09/30/--	10/05/--	10/05/--		
	460 (Pre)	10/01/-- - 10/20/--	10/25/--	10/25/--		
	460 (Semi)	10/21/-- - 12/31/--	01/31/--	01/31/--		

\* Sample Log does not include all recommended fields due to presentation limitations

14

## Form 700

Statement of Economic Interests

Candidates must file Form 700 by the Declaration of Candidacy filing deadline.

Filing officers will forward 87200 filers' statements to the FPPC, including:

- Mayors and City Council Members
- Board of Supervisors
- District Attorneys
- Statewide Officers
- Senate and Assembly Members
- Judges

*Note: A candidate Form 700 is not required of incumbents who have filed assuming office or annual statements within 60 days of filing their Declaration of Candidacy.*

15

## Form 501

Candidate Intention Statement

Form 501 is filed by all candidates planning to run for office in an upcoming election.

- Must be filed before raising or spending **any** funds – including personal funds
- Not required if candidate will not receive contributions or spend personal funds (other than for filing or ballot statement fees)

16

## Form 470

Campaign Statement Short Form

Form 470 is filed by candidates with no open committee who do not anticipate raising or spending \$2,000 or more during the calendar year.

Must be filed by either

- First pre-election deadline
- July 31<sup>st</sup>

17

## Form 470

Supplement

Candidates who raise or spend \$2,000 or more after filing Form 470 must file Form 470 Supplement within 48 hours.

Filed with

- Secretary of State
- Local elections office
- Each of the candidate's opponents

18

# Form 410

Statement of Organization

Recipient committees file Form 410 to register the committee and receive a committee ID number.

Must be filed within

- 10 days of qualifying
- 24 hours if qualifying within 16 days of the election

Filing location

- Original with Secretary of State
- Copy with local elections official

19

## Committee ID Number

Upon receipt of the Form 410, the Secretary of State will assign a committee ID number. It will be available on their website [www.cal-access.sos.ca.gov](http://www.cal-access.sos.ca.gov)

The screenshot shows the Cal-Access website interface. At the top, it says "CALIFORNIA Secretary of State ALEX PADILLA". Below this are navigation tabs for "SECRETARY OF STATE", "ELECTIONS", "CAMPAIGN & LOBBYING", "BUSINESS PROGRAMS", "STATE ARCHIVES", and "REGISTRIES". The "CAMPAIGN & LOBBYING" tab is active. On the left, there is a search bar with "Cal-Access Search" and a "GO" button, along with a link to "Advanced Search". Below the search bar are several menu items: "Cal-Access Home", "Campaign Finance", "Lobbying Activity", "Resources", "For Filers Only", and "Political Reform". The main content area displays "Search Results For 'Campos for Senate 2020'" with a note "\* ENTITY NAME HAS CHANGED". Below this is a table with the following data:

ENTITY ID	ENTITY NAME	ENTITY TYPE	STATUS
1377753	CAMPOS FOR SENATE 2020; NORA	RECIPIENT COMMITTEE	ACTIVE

## Forms 496 & 497 – 24 Hour Reports

Period begins **90 days** before election and includes date of election

### Form 496 - Independent Expenditures

- No weekend or holiday exceptions
- Filed with filing officer of affected candidate or measure committee

### Form 497 - Contributions

- Deadline extended to next business day when it falls on weekends and state holidays – except for reports due the weekend before the election
- Filed with committee's regular filing officer

### Method of Delivery

- Email, fax, personal delivery, guaranteed overnight service, or online, if available

21

## Independent Expenditure or Contribution?

A payment made by a third party for a communication that expressly advocates support or opposition of a candidate or ballot measure must be reported as either:

- **Independent expenditure:** If the communication was not made at the behest of (or in coordination with) the candidate or measure committee.

*Example:* A committee invites all candidates to complete a questionnaire and then independently sends a mailing endorsing certain candidates.

- **Contribution:** If the communication was made at the behest of (or in coordination with) the candidate or measure committee.

*Example:* A committee asks the a candidates to pose for a mailer and asks the candidate's agent when the mailer should be sent and which neighborhood it should be sent to.

22

## Form 460 – Campaign Statement

Form 460 is the main campaign report used to disclose the committee's activity during a specified period.

Form 460 is used to file the following statements:

- Pre-Election
- Quarterly and Semi-Annual
- Special Odd-Year Report
- Termination
- Amendment to a previously filed Form 460

23

## Form 460 – Campaign Statement (continued)

### Who must file it?

- Candidate Controlled Committees
- Primarily Formed Ballot Measure Committees
- Primarily Formed Candidate Committees
- General Purpose Committees

### When is it filed?

At least semi-annually – by January 31 and July 31. Other deadlines vary depending on the type of committee. Consult applicable filing schedules for deadlines.

*Note: Form 460 is not required for non-qualifying candidates (candidates who raise or spend less than \$2,000).*

24

## Reviewing the Form 460

- Review all original statements filed with your office
- Use the Form 460 Amendment Request Form as a reviewing tool
- Filing officers are not required to seek or obtain information to verify entries, conduct investigations, or check math

25

## Form 460 - Cover Page

Recipient Committee Campaign Statement Cover Page		COVER PAGE CALIFORNIA FORM <b>460</b> Page <u>1</u> of <u>17</u> For Official Use Only	
Statement covers period from <u>1/1/XX</u> through <u>6/30XX</u>		Date Stamp	
SEE INSTRUCTIONS ON REVERSE		Date of election if applicable: (Month, Day, Year)	
<b>1. Type of Recipient Committee:</b> All Committees - Complete Parts 1, 2, 3, and 4. <input checked="" type="checkbox"/> Off/Holder, Candidate Controlled Committee <input type="checkbox"/> State Candidate Election Committee <input type="checkbox"/> Recall (See Section 4-9) <input type="checkbox"/> General Purpose Committee <input type="checkbox"/> Sponsored <input type="checkbox"/> Small Contributor Committee <input type="checkbox"/> Political Party/Central Committee <input type="checkbox"/> Primarily Formed Ballot Measure Committee <input type="checkbox"/> Controlled <input type="checkbox"/> Sponsored (See Section 4-9) <input type="checkbox"/> Primarily Formed Candidate/Off/Holder Committee (See Section 4-9)		<b>2. Type of Statement:</b> <input type="checkbox"/> Provision Statement <input checked="" type="checkbox"/> Semi-annual Statement <input type="checkbox"/> Termination Statement (Also file a Form 410 Termination) <input type="checkbox"/> Amendment (Explain below) <input type="checkbox"/> Quarterly Statement <input type="checkbox"/> Special Odd-Year Report	
<b>3. Committee Information</b> COMMITTEE NAME (SEE CANDIDATE'S NAME IF NO COMMITTEE) <u>Jane Griffin for City Council 20XX</u> STREET ADDRESS (NO P.O. BOX) <u>200 North Sycamore Street</u> CITY STATE ZIP CODE AREA CODE/PHONE <u>Hometown CA 98765 555-222-3334</u> HOME ADDRESS IF DIFFERENT FROM STREET OR P.O. BOX P.O. Box 2000 CITY STATE ZIP CODE AREA CODE/PHONE <u>Hometown CA 98765</u> OPTIONAL FAX/E-MAIL ADDRESS <u>555-222-3335</u>		<b>Treasurer(s)</b> NAME OF TREASURER <u>Michael Taylor</u> MAILING ADDRESS <u>105 Vine Street</u> CITY STATE ZIP CODE AREA CODE/PHONE <u>Hometown CA 98765 555-222-1234</u> NAME OF ASSISTANT TREASURER, IF ANY <u>n/a</u> MAILING ADDRESS CITY STATE ZIP CODE AREA CODE/PHONE OPTIONAL FAX/E-MAIL ADDRESS	
<b>4. Verification</b> I have used all reasonable diligence in preparing and reviewing this statement and to the best of my knowledge the information contained herein and in the attached schedules is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.			
Excluded on <u>7/30XX</u> Date Excluded on <u>7/30XX</u> Date Excluded on _____ Date Excluded on _____ Date		By <u>Michael Taylor</u> Signature of Controlling Officer/Off/Holder, Candidate, State Measure Proponent or Responsible Officer of Sponsor By <u>Jane Griffin</u> Signature of Controlling Officer/Off/Holder, Candidate, State Measure Proponent By _____ Signature of Controlling Officer/Off/Holder, Candidate, State Measure Proponent	
FPFC Form 460 (Jan/2016) FPFC Advice: advice@fpfc.ca.gov (866/235-3772) www.fpfc.ca.gov			

26

# Form 460 – Summary Page

**Campaign Disclosure Statement Summary Page**

Amounts may be rounded to whole dollars.

Statement covers period from 1/1/XX through 6/30/XX

**CALIFORNIA FORM 460**

Page 3 of 17

I.D. NUMBER 123456

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER Jane Griffith for City Council 20XX

Column A TOTAL THIS PERIOD (FROM ATTACHED SCHEDULES)	Column B Calendar Year TOTAL RECEIVED
1. Monetary Contributions Schedule A, Line 3 \$ 1880	\$ 1880
2. Loans Received Schedule B, Line 3 \$ 5000	\$ 7500
3. SUBTOTAL CASH CONTRIBUTIONS Add Lines 1 + 2 \$ 6880	\$ 9380
4. Nonmonetary Contributions Schedule C, Line 3 \$ 2250	\$ 2250
5. TOTAL CONTRIBUTIONS RECEIVED Add Lines 3 + 4 \$ 9130	\$ 11630

Column A TOTAL THIS PERIOD (FROM ATTACHED SCHEDULES)	Column B Calendar Year TOTAL MADE
6. Payments Made Schedule E, Line 4 \$ 3400	\$ 3400
7. Loans Made Schedule H, Line 3 \$ 0	\$ 0
8. SUBTOTAL CASH PAYMENTS Add Lines 6 + 7 \$ 3400	\$ 3400
9. Accrued Expenses (Unpaid Bills) Schedule F, Line 3 \$ 0	\$ 0
10. Nonmonetary Adjustment Schedule C, Line 3 \$ 2250	\$ 2250
11. TOTAL EXPENDITURES MADE Add Lines 8 + 9 + 10 \$ 5650	\$ 5650

**Current Cash Statement**

12. Beginning Cash Balance Previous Summary Page, Line 16 \$ 5420

13. Cash Receipts Column A, Line 3 above 6880

14. Miscellaneous Increases to Cash Schedule I, Line 4 775

15. Cash Payments Column A, Line 8 above 3400

16. ENDING CASH BALANCE Add Lines 12 + 13 + 14, then subtract Line 15 \$ 9675

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

17. LOAN GUARANTEES RECEIVED Schedule B, Part 2 \$ 0

**Cash Equivalents and Outstanding Debts**

18. Cash Equivalents See instructions on reverse \$ 0

19. Outstanding Debts Add Line 2 + Line 9 in Column B above \$ 7500

To calculate Column B, add amounts in Column A to the corresponding amounts from Column B of your last report. Some amounts in Column A may be negative figures that should be subtracted from previous period amounts. If this is the first report being filed for this calendar year, only carry over the amounts from Lines 2, 7, and 9 (if any).

Calendar Year Summary for Candidates Running in Both the State Primary and General Elections

20. Contributions Received 1/1 through 6/30 0/1 to Date

21. Expenses Made 1/1 through 6/30 0/1 to Date

Date (mm/dd/yyyy)

\*Amounts in this section may be different from amounts reported in Column B.

FPPC Form 460 (Jan/2016)  
FPPC Advice: advice@fppc.ca.gov (866/275-3772)  
www.fppc.ca.gov

27

# Form 460 – Schedule A

**Schedule A Monetary Contributions Received**

Amounts may be rounded to whole dollars.

Statement covers period from 1/1/XX through 6/30/XX

**CALIFORNIA FORM 460**

Page 4 of 17

I.D. NUMBER 123456

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER Jane Griffith for City Council 20XX

DATE RECEIVED	FULL NAME, STREET ADDRESS AND ZIP CODE OF CONTRIBUTOR (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	CONTRIBUTOR CODE *	IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)	AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TO DATE CALENDAR YEAR (Jan. 1 - Dec. 31)	PER-ELECTION TO DATE (IF REQUIRED)
4/12	Terra Jennings 468 Spring Street Hometown, CA 98765	<input checked="" type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC	Owner Jenning's Beauty	300	300	
5/17	ABC Corporation 688 Copperfield Way Futureville, CA 91234	<input type="checkbox"/> IND <input checked="" type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC		500	500	
6/9	Police Officers' Association 2694 Board Street Past City, CA 99182	<input type="checkbox"/> IND <input checked="" type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC	ID #940120	100	100	
<b>SUBTOTAL \$</b>				<b>900</b>		

**Schedule A Summary**

1. Amount received this period – itemized monetary contributions. (Include all Schedule A subtotals.) \$ 900

2. Amount received this period – unitemized monetary contributions of less than \$100 \$ 990

3. Total monetary contributions received this period. (Add Lines 1 and 2. Enter here and on the Summary Page, Column A, Line 1.) **TOTAL \$ 1880**

\*Contributor Codes  
IND – Individual  
COM – Recipient Committee  
(other than PTY or SCC)  
OTH – Other (e.g., business entity)  
PTY – Political Party  
SCC – Small Contributor Committee

FPPC Form 460 (Jan/2016)  
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www.fppc.ca.gov

28

## Form 460 - Donor Information

Committees must disclose the name and street address for contributors of \$100 or more. If the contributor is an individual, they must also disclose their occupation and employer.

### Correct

- Manager, Harvey's Hardware Store
- Self-Employed, Jeanette's Boutique
- Lawyer, Ortiz & Smith
- Retired
- Consultant, A Better Business Agency
- Self-Employed, No Separate Business Name
- Homemaker or Student
- Private Investor: stocks & bonds

### Incorrect

- Manager
- Owner
- Next Door Neighbor
- Friend
- Consultant, ABBA (no acronyms)
- Philanthropist
- Business Person
- Entrepreneur
- Investor

29

## Form 460 – Schedule B

Amounts may be rounded to whole dollars.

Schedule B - Part 1  
Loans Received

Statement covers period from 1/1/XX through 6/30/XX

CALIFORNIA FORM 460 Page 6 of 17

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER: Jane Griffith for City Council 20XX

I.D. NUMBER: 123456

FULL NAME, STREET ADDRESS AND ZIP CODE OF LENDER (IF COMMITTEE, ALSO ENTER ID NUMBER)	IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)	IF OUTSTANDING BALANCE BEGINNING THIS PERIOD	IF AMOUNT RECEIVED THIS PERIOD	IF AMOUNT PAID OR FORGIVEN THIS PERIOD*	IF OUTSTANDING BALANCE AT CLOSE OF THIS PERIOD	IF INTEREST PAID THIS PERIOD	IF ORIGINAL AMOUNT OF LOAN	IF CUMULATIVE CONTRIBUTIONS TO DATE
Bank of Southland 345 Main street Hometown, CA 98765		0	5000	0	5000	0	5000	0
Jane Griffith 2000 North Sycamore Street Hometown, CA 98765	Regional Manager, ConsumerTech	2500	0	0	2500	0	2500	2500
<b>SUBTOTALS</b>		<b>5000</b>	<b>0</b>	<b>7500</b>	<b>75</b>			

**Schedule B Summary**

1. Loans received this period (Total Column (b) plus unutilized loans of less than \$100) \$ 5000

2. Loans paid or forgiven this period (Total Column (c) plus loans under \$100 paid or forgiven) (Include loans paid by a third party that are also itemized on Schedule A.) \$ 0

3. Net change this period. (Subtract Line 2 from Line 1.) Enter the net here and on the Summary Page, Column A, Line 2. NET \$ 5000

\*Amounts forgiven or paid by another party also must be reported on Schedule A.  
\*\* If required.

FFPC Form 460 (Jan/2016)  
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www.ffpc.ca.gov

30

# Form 460 – Schedule C

SCHEDULE C

**Schedule C**  
**Nonmonetary Contributions Received**

Amounts may be rounded to whole dollars.

Statement covers period from 1/1/XX through 6/30/XX

**CALIFORNIA FORM 460**  
Page 8 of 17  
ID NUMBER 123456

SEE INSTRUCTIONS ON REVERSE  
NAME OF FILER  
Jane Griffith for City Council 20XX

DATE RECEIVED	FULL NAME, STREET ADDRESS AND ZIP CODE OF CONTRIBUTOR (IF COMMITTEE, ALSO ENTER ID NUMBER)	CONTRIBUTOR CODE *	IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)	DESCRIPTION OF GOODS OR SERVICES	AMOUNT: FAIR MARKET VALUE	CUMULATIVE TO DATE CALENDAR YEAR (JAN 1 - DEC 31)	PER-ELECTION TOTALS (IF REQUIRED)
3/22	Marsha Taylor 989 Sandberg Drive Westville, CA 92376	<input checked="" type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC	Owner, Marsha's Catering	Fivers	1200	1200	
5/12	Committee for Blue Skies - YES on M 100 Amber Street Downtown, CA 92356	<input type="checkbox"/> IND <input checked="" type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC	ID #1300654	Mailing List	250	250	
6/12	Forest Hill TV & Repair 3042 Showroom Blvd. Underville, CA 95632	<input type="checkbox"/> IND <input type="checkbox"/> COM <input checked="" type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC		TV for Fundraiser	500	500	
		<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC					
<b>Subtotal \$</b>					1950		

Attach additional information on appropriately labeled continuation sheets.

**Schedule C Summary**

1. Amount received this period - itemized nonmonetary contributions. (Include all Schedule C subtotals.) \$ 1950

2. Amount received this period - unitemized nonmonetary contributions of less than \$100 \$ 300

3. Total nonmonetary contributions received this period. (Add Lines 1 and 2. Enter here and on the Summary Page, Column A, Lines 4 and 10.) **TOTAL \$ 2250**

\*Contributor Codes  
IND - Individual  
COM - Recipient Committee (other than PTY or SCC)  
OTH - Other (e.g., business entity)  
PTY - Political Party  
SCC - Small Contributor Committee

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# Form 460 – Schedule E

SCHEDULE E

**Schedule E**  
**Payments Made**

Amounts may be rounded to whole dollars.

Statement covers period from 1/1/XX through 6/30/XX

**CALIFORNIA FORM 460**  
Page 11 of 17  
ID NUMBER 123456

SEE INSTRUCTIONS ON REVERSE  
NAME OF FILER  
Jane Griffith for City Council 20XX

**CODES:** If one of the following codes accurately describes the payment, you may enter the code. Otherwise, describe the payment.

CSP - campaign paraphernalia/misc	MBR - member communications	RAD - radio airtime and production costs
CHS - campaign consultants	MTG - meetings and appearances	RFD - returned contributions
CTB - contribution (explain nonmonetary)	OFC - office expenses	SAL - campaign workers' salaries
CVC - civic donations	PEI - petition circulating	TEL - tv or cable airtime and production costs
FIL - candidate filing/label fees	PHO - phone banks	TRC - candidate travel, lodging, and meals
FND - fundraising events	POL - polling and survey research	IHS - staff/spouse travel, lodging, and meals
IND - independent expenditure supporting/opposing others (explain)	POS - postage, delivery and messenger services	TSP - transfer between committees of the same candidate/sponsor
LEG - legal defense	PRO - professional services (legal, accounting)	VOT - voter registration
LIT - campaign literature and mailings	PRT - print ads	WEB - information technology costs (internet, e-mail)

NAME AND ADDRESS OF PAYEE (IF COMMITTEE, ALSO ENTER ID NUMBER)	CODE OR	DESCRIPTION OF PAYMENT	AMOUNT PAID
Southland Telephone Company 1111 Broadway Hometown, CA 96765	OFC		300
Patrick Freeman for Mayor 20XX ID #130989 495 Crescent Street Hometown, CA 96765	CTB		275
<b>Subtotal \$</b>			575

\* Payments that are contributions or independent expenditures must also be summarized on Schedule D.

**Schedule E Summary**

1. Itemized payments made this period. (Include all Schedule E subtotals.) \$ 2075

2. Unitemized payments made this period of under \$100 \$ 850

3. Total interest paid this period on loans. (Enter amount from Schedule B, Part 1, Column (e).) \$ 0

4. Total payments made this period. (Add Lines 1, 2, and 3. Enter here and on the Summary Page, Column A, Line 6.) **TOTAL \$ 2925**

FFPC Form 460 (Jan/2016)  
FFPC Advice: advice@ffpc.ca.gov (866/275-3772)  
www.ffpc.ca.gov

# Form 460 – Schedule E (continuation sheet)

Schedule E (Continuation Sheet) Payments Made		Amounts may be rounded to whole dollars.	Statement covers period from 1/1/XX through 6/30/XX	SCHEDULE E (CONT.) CALIFORNIA FORM <b>460</b> Page 12 of 17 ID NUMBER 123456																															
SEE INSTRUCTIONS ON REVERSE																																			
NAME OF FILER Jane Griffith for City Council 20XX																																			
<b>CODES:</b> If one of the following codes accurately describes the payment, you may enter the code. Otherwise, describe the payment.																																			
<table border="0" style="width: 100%; font-size: small;"> <tr> <td>CMP campaign paraphernalia/merch.</td> <td>MBO member communications</td> <td>RAD radio airtime and production costs</td> </tr> <tr> <td>CNS campaign consultants</td> <td>MEO meetings and appearances</td> <td>RFD retained contributions</td> </tr> <tr> <td>CTB contribution (explain nonmonetary)*</td> <td>OFC office expenses</td> <td>SAL campaign workers' salaries</td> </tr> <tr> <td>CVC civic donations</td> <td>PET petition circulating</td> <td>TEL tv or cable airtime and production costs</td> </tr> <tr> <td>FIL candidate filing/ballot fees</td> <td>PHO phone banks</td> <td>TRC candidate travel, lodging, and meals</td> </tr> <tr> <td>FND fundraising events</td> <td>POL polling and survey research</td> <td>TRB staff/trip/travel, lodging, and meals</td> </tr> <tr> <td>IND independent expenditure (supporting/opposing others' (explain)*)</td> <td>PCS postage, delivery and messenger services</td> <td>TSF transfer between committees of the same candidate/office</td> </tr> <tr> <td>LEG legal defense</td> <td>PRO professional services (legal, accounting)</td> <td>VOT voter registration</td> </tr> <tr> <td>LIT campaign literature and mailings</td> <td>PRET print ads</td> <td>WEBB information technology costs (internet, e-mail)</td> </tr> </table>					CMP campaign paraphernalia/merch.	MBO member communications	RAD radio airtime and production costs	CNS campaign consultants	MEO meetings and appearances	RFD retained contributions	CTB contribution (explain nonmonetary)*	OFC office expenses	SAL campaign workers' salaries	CVC civic donations	PET petition circulating	TEL tv or cable airtime and production costs	FIL candidate filing/ballot fees	PHO phone banks	TRC candidate travel, lodging, and meals	FND fundraising events	POL polling and survey research	TRB staff/trip/travel, lodging, and meals	IND independent expenditure (supporting/opposing others' (explain)*)	PCS postage, delivery and messenger services	TSF transfer between committees of the same candidate/office	LEG legal defense	PRO professional services (legal, accounting)	VOT voter registration	LIT campaign literature and mailings	PRET print ads	WEBB information technology costs (internet, e-mail)				
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# Form 460 – Schedule I

Schedule I Miscellaneous Increases to Cash		Amounts may be rounded to whole dollars.	Statement covers period from 1/1/XX through 6/30/XX	SCHEDULE I CALIFORNIA FORM <b>460</b> Page 17 of 17 ID NUMBER 123456
SEE INSTRUCTIONS ON REVERSE				
NAME OF FILER Jane Griffith for City Council				
DATE RECEIVED	FULL NAME AND ADDRESS OF SOURCE (IF COMMITTEE, ALSO ENTER ID NUMBER)		DESCRIPTION OF RECEIPT	AMOUNT OF INCREASE TO CASH
5/30	Southeast Telephone Company 1111 Broadway Hometown, CA 98765		Refund of deposit	100
6/6	Sarah Mae Smith 532 County Road Hometown, CA 98765		Fair market value of donated table that was sold during a campaign auction	300
6/6	Tabatha O'Neill 687 Waterberry Drive Hometown, CA 98765		Fair market value of donated painting that was sold during a campaign auction	175
6/6	David Schirmer 2854 Valonia Village Parkway Hometown, CA 98765		Fair market value of donated wine glasses that were sold during a campaign auction	175
<b>SUBTOTAL \$</b>				750
Attach additional information on appropriately labeled continuation sheets.				
<b>Schedule I Summary</b>				
1. Itemized increases to cash this period.....		\$	750	
2. Unitemized increases to cash of under \$100 this period.....		\$	25	
3. Total of all interest received this period on loans made to others. (Schedule H, Column (e).).....		\$	0	
4. Total miscellaneous increases to cash this period. (Add Lines 1, 2, and 3. Enter here and on the Summary Page, Line 14.).....		<b>TOTAL \$</b>	<b>775</b>	
<small>FFPC Form 460 (Jan/2016) FFPC Advice: advice@ffpc.ca.gov (866/275-3772) www.ffpc.ca.gov</small>				

## Public Access

Filing officers must ensure filed campaign statements are available to the public during regular business hours.

Filing officers may not

- Set conditions on public access
- Require information or identification from requesters
- Charge more than 10 cents per page for copies
- Redact any portion of the filed campaign statement prior to issuance

*Note: You may charge a \$5 fee per request for statements more than five years old.*

35

## Form Retention

Statements must be retained

- **Indefinitely** for mayors, city council members, and county supervisors
- **Ten years** for all statements filed electronically
- **Seven years** for other candidates and committees (i.e., school board, water district) that file original statements with you
- **Five years** for original campaign statements for defeated, non-incumbent candidates
- **Four years** for all "copies" of campaign statements you receive

*Note: Statements may be transferred to a space-saving device after 2 years.*

36

## Managing Non-Filers

Filing officers are required to notify non-filers of their reporting obligations.

Notify non-filers by

- Telephone
- Email
- Written notice

Refer non-filers to the FPPC if the statement is not filed after sending your second written notice.

37

## Assessing Late Fines

- No extensions of filing deadlines
- Develop a written policy for fining and implement consistently
- Fine starts the day after deadline, not the day after the candidate or committee is notified
- \$10 per day for each day late (you may NOT assess more)
- Amount of fine assessed may not exceed the amount of the committee's receipts or expenditures during the reporting period, or \$100, whichever is greater
- Form 470 filers may not be fined more than \$100
- Deposit fines into agency's general fund

38

## Post Election

Candidates

### Successful

#### Form 460 Filer

- Continues filing 460 semi-annually until committee is terminated

#### Form 470 Filer

- Must file 470 by July 31 each year (not required if salary is less than \$200 per month)

### Defeated

#### Form 460 Filer

- Continues filing 460 semi-annually until committee is terminated

#### Form 470 Filer

- No further statements are required

39

## Post Election

Primarily Formed & General Purpose Committees

- Continue filing at least semi-annually until the committee is terminated
- Committees should check the applicable filing schedule to determine if their activity triggers additional filing requirements

For these committees, leftover funds do not become surplus after the election.

40

## Post Election

### Committee Termination

The following criteria must be met in order to terminate a committee:

- No remaining funds
- Not receiving or planning to receive contributions
- Not making or planning to make expenditures
- Termination Forms 410 and 460 must be filed

There is no timeframe for terminating a local committee, but committees must continue to file campaign reports and pay the \$50 annual fee until the committee terminates.

41

## Campaign Statements

### Electronic Filing

Local agencies may adopt an ordinance approving the use of an E-filing system if specific criteria are met, including:

- Complies with Secretary of State file format standards
- Meets specific data integrity & safeguard standards
- Allows free public access to E-filed statements
- Online statements do not include contributor addresses or bank account information

Filing officers are still required to provide un-redacted hard copies upon request.

42

www.fppc.ca.gov

The screenshot shows the homepage of the California Fair Political Practices Commission (FPPC). At the top, the URL 'www.fppc.ca.gov' is displayed. The website header includes the FPPC logo and the text 'CALIFORNIA Fair Political Practices Commission'. A search bar is located in the top right corner. The main navigation menu includes 'About FPPC', 'The Law', 'Learn', 'Advice', 'Enforcement', 'Transparency Portal', and 'Media Center'. The 'Learn' menu item is highlighted with a red box. Below the navigation, there are several content blocks: 'Campaign Rules', 'Conflicts of Interest Rules', 'Lobbyist Rules', 'Rules on Conflict of Interest Codes', 'Guidance for Filing Officers', 'Public Officials and Employees Rules', 'San Bernardino County Candidates', and 'Training & Outreach'. A 'Engage' banner is also present. Below the banner are three buttons: 'File a Form 700', 'How to File a Complaint', and 'Need a Form? View All Forms'. At the bottom, there are two sections: 'I Want To...' with sub-links 'View', 'Find', 'File', and 'Get Involved'; and 'Resources For...' with sub-links 'Filing Officers', 'Candidates & Committees', 'Public Officials & Employees', and 'Lobbyists'. Red arrows point to the 'Learn' menu item, the 'Campaign Rules' link, the 'Guidance for Filing Officers' link, the 'Filing Deadlines' link, and the 'Filing Officers' link in the 'Resources For...' section.

43

Thank You for Watching!



Sign up for Twitter—get automatic updates

[www.fppc.ca.gov](http://www.fppc.ca.gov)

END OF PRESENTATION

44