

FORM 803 BEHESTED PAYMENTS

Presented by
Education & External Affairs Unit
Fair Political Practices Commission



The visual aids used in FPPC presentations are guides for training only and contain only highlights of selected provisions of the law. They do not carry the weight of the law.



TOPICS COVERED

- What is a behested payment?
- Reporting requirements
- Reporting exemptions and examples
- How to file
- Detailed disclosure requirements
- Amendments
- Charitable organization solicitations
- Public records
- FPPC Resources

TYPES OF PAYMENT INVOLVING OFFICIALS



1

Contributions: A payment made for political purposes.

2

Income: A payment received, including but not limited to, salary, wages, proceeds from any sale, and gifts.

Gifts: A payment that confers a personal benefit on the recipient.

3

Behested Payments: A payment made at the behest of an elected official or Public Utilities Commission member for purposes unrelated to seeking or holding office.



WHAT IS A BEHESTED PAYMENT?

Definition: a payment “made at the behest of” an elected official or CPUC member, where it is clear that the payment was made for purposes unrelated to the officer’s seeking or holding elective office.



“Made at the behest of” means made under the control or at the direction of, in cooperation, consultation, coordination, or concert with, at the request or suggestion of, or with express or prior consent of the official.

PAYMENTS PRESUMED NOT FOR SEEKING OR HOLDING OFFICE

These payments include:

- Payments made principally for charitable, legislative, or governmental purposes, are presumed to “not be for the purpose of seeking or holding office”, which may be reportable as behested payments.
- When the official is involved in making the behest for these types of payments, these are “behested payments” that are subject to reporting by the official under the Act.



EXAMPLES OF BEHESTED PAYMENTS



An Indian tribe making a payment to an elementary school at the behest of an elected local school board member.

A donation of free eye healthcare exams and glasses at a community service event at the behest of an assembly member.

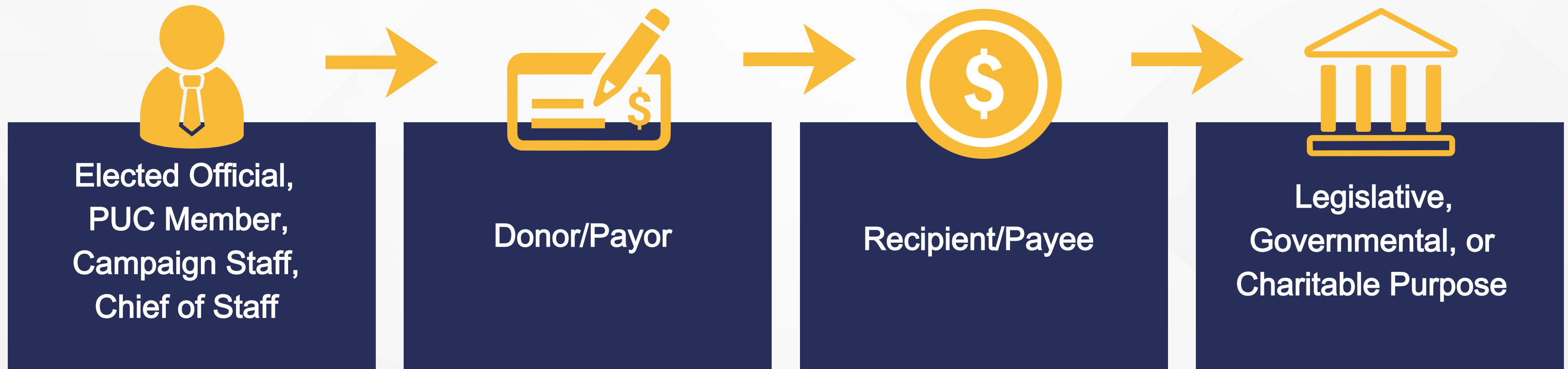
A prominent cable company making a payment to Northern California Educational Solutions at the behest of the Attorney General.

Donations that result from a charity's request for funds letter signed by a city councilmember.

COMPONENTS OF A BEHESTED PAYMENT



1. The elected official or Public Utilities Commission (CPUC) member or agent
2. The payor (donor – the person making the payment)
3. The payee (recipient – the person receiving the payment)
4. Purpose of payment (legislative, governmental, or charitable)



BEHESTED PAYMENT REPORTING



Who Files?

Elected Officials and Public Utilities Commission members.



Types of Payments?

The payment is made at the behest of the official and the payment is made principally for a legislative, governmental, or charitable purpose.



When?

Within 30 days of a single source making payments that meet or exceed \$5,000 in a calendar year. All subsequent payments of any amount from the same source in that calendar year must be reported within 30 days.



Why?

To provide the public with information about a significant payment transaction involving an official where there is potential for influence.

BEHESTED PAYMENT REPORTING

- These payments are not subject to any limits.
- These payments are reported within 30 days once the \$5,000 threshold is met by a single source in a calendar year.
- FPPC Form 803 may be used to report behested payments.
- FPPC Form 803 is a public document.
- The behesting official has a duty to obtain the required information.



REPORTING EXEMPTION - PUBLIC APPEAL FOR PAYMENT

There is no reporting obligation if the official makes a public appeal for payment by means of:

- Television
- Radio
- Billboard
- Public message on an online platform
- Public speech,
 - *However*, the official will still have a reporting duty if:
 - the public speech was made at a payee organization's fundraising event, *AND*
 - The official consented in advance to be a speaker, the official consented to be featured in a solicitation, or the official publicly solicited contributions to the payee organization.



REPORTING EXEMPTION - PUBLIC APPEAL FOR PAYMENT

The reporting exemption does not apply:

- Where the official, or their immediate family or staff, is in a decision-making role, a salaried employee, an honorary or advisory board member, or a founding member of a non-government payee organization.

OR

- If, within 2 years of the payment, the official knows of the payment made in response to their public appeal. Where reporting is required under this circumstance, the 30-day reporting deadline commences on the date the official becomes aware of the specific payment.



REPORTING EXEMPTION - EXAMPLE



EXAMPLE:

The Mayor of Industrial City went on live TV at a fundraising event for the local animal shelter. The Mayor made a public appeal for payment to help the animal shelter meet its annual fundraising goals. The reporting exemption applies to the public appeal on television.

However, six months after the TV appeal, a local business owner tells the Mayor that their company donated \$5,000 in animal care supplies in response to the Mayor's appeal.

Now that the Mayor knows of the behested payment, the official has a duty to report the behested payment within 30 days of this conversation.



REPORTING EXEMPTION - LIMITATIONS



Public appeal for payments when the exemption **DOES NOT APPLY**.

EXAMPLE:

Assemblymember Glass attended a non-profit organization's annual luncheon. At the luncheon, Assemblymember Glass makes a public appeal for payments to the organization.

The "public appeal" exception **DOES NOT** apply because the official made the speech at the organization's fundraising event and publicly solicited the payments.

Behested payment reporting may result from this public appeal.



NON - REPORTABLE PAYMENTS - EXAMPLE



No behested payment reporting is required if the payment is made by a state, local, or federal government agency.

EXAMPLE:

Senator Smith solicits payments to host a town hall event in their District. Senator Smith receives a payment from their local city government for the event. Since the payment was made by a local government agency, no behested payment report is required.



FILING FORM 803 - ELECTED STATE OFFICIALS AND CPUC



- The Form 803 is filed with the official's agency and is a matter of public record.
- For **state** officials, it is the agency's duty to forward a copy of the Form 803 to the Commission within 30 days of receipt of the report.
- The Commission publishes the information reported on the FPPC's website for the public to access.
- State officials can electronically file their Form 803 with the Commission! <https://smartforms.fppc.ca.gov>
- Form 803s are available upon request and for inspection.

FILING FORM 803 - ELECTED LOCAL OFFICIALS

- The Form 803 is filed with the official's agency and is a matter of public record.
- For elected **local** officials, Form 803s are filed with their local agency. The local agency will forward a copy to either:
 - The local ethics agency, or
 - The filing officer who receives the official's original campaign statements.
- Form 803s are available upon request and for inspection.



FORM 803 - WHAT'S REPORTED?



The report must contain the following information:

- Official information
 - Name and contact information
- Payor (donor) information
 - Name of payor
 - Address of payor
 - Donor Advised Fund (DAF) information
 - Proceeding before agency information
- Payment information
 - Dates, amounts, and estimates
- Payee (recipient) information
 - Name of payee
 - Address of payee
 - Nonprofit payee information
- Brief description of:
 - Any relationship of elected official to payee
 - Goods or services provided/purchased
 - A description of the specific purpose or event for which the payment or payments were made

FORM 803 - STEP 1

OFFICIAL INFORMATION



Behested Payment Report

A Public Document

Type or Print in Ink.

Amendment of Filing <input type="checkbox"/> Check box if an Amendment / / (Month, Day, Year) # _____ Confirmation Number	Date Stamp (Agency)	CALIFORNIA FORM 803

1. Elected Officer or CPUC Member *(Last name, First name)*

ELECTED OFFICER OR CPUC MEMBER: Knope, Leslie	AGENCY NAME: City of Pawnee	AGENCY STREET ADDRESS: 987 Park Road, Pawnee, CA 95222
DESIGNATED CONTACT PERSON (NAME AND TITLE): Tom Haverford	AREA CODE/PHONE NUMBER: 123-456-7890	E-MAIL: thaverford@cityofpawnee.org

- Complete all fields under the Elected Officer or CPUC Member heading.
- For the designated contact person, remember to include name, title, and email.
- A business address and phone number may be used for the required information.
- This is a public document.

FORM 803 - STEP 2

PAYOR INFORMATION



2. Payor Information *(For additional payors, include an attachment with the names, addresses, and proceeding information)*

NAME: Reputable Baking Company		ADDRESS: 654 Flour Drive	CITY: Trade City	STATE: CA	ZIP CODE: 95729
<input type="checkbox"/> Donor Advised Fund (DAF) (see instructions)	DAF NAME:	DONOR(S) AND DONOR'S ADVISOR: (SEE INSTRUCTIONS.)			
<input type="checkbox"/> Payor is a named party or the subject of a proceeding before my agency.		BRIEF DESCRIPTION OF PROCEEDINGS:			

- Disclose the name and address of the person making the payment.
- A business address may be used for the required information.
- See next slide for additional information on how to report payments made by a Donor Advised Fund (DAF) and if the payor is a named party or subject of a proceeding.



FORM 803 - STEP 2

DONOR ADVISED FUND (DAF)

A donor advised fund is a separately identified fund maintained and operated by a section 501(c)(3) organization called a “sponsoring organization.” Each donor advised fund account is composed of contributions made by individual donors.

Regulation 18424.3 requires that when a behested payment is made from a donor advised fund, the behested payment report “name of payor” must include the name of the sponsoring organization, the donor advised fund, and the donor, to the extent the information is known to the official.

2. Payor Information *(For additional payors, include an attachment with the names, addresses, and proceeding information)*

NAME:	ADDRESS:	CITY:	STATE:	ZIP CODE:
Trade City Community Foundation	1200 5th Street	Trade City	CA	95729
<input checked="" type="checkbox"/> Donor Advised Fund (DAF) <small>(see instructions)</small>	DAF NAME: Gunderson Memorial Fund	DONOR(S) AND DONOR'S ADVISOR: (SEE INSTRUCTIONS.) John Doe		
<input type="checkbox"/> Payor is a named party or the subject of a proceeding before my agency.	BRIEF DESCRIPTION OF PROCEEDINGS:			

FORM 803 - STEP 2

PARTY PROCEEDING BEFORE AGENCY



Regulation 18424 requires reporting when the payor of a behested payment is involved in a proceeding before the official's agency at the time the behested payment is made or within the past 12 months.

A proceeding is "before" an official's agency if it has been placed on the agency's formal agenda; or if the official has knowledge that the payor's matter has been submitted to the agency for a decision, and the official may make, participate in making or otherwise use the official's position to influence the agency's decision on the matter.

2. Payor Information *(For additional payors, include an attachment with the names, addresses, and proceeding information)*

NAME: Reputable Baking Company	ADDRESS: 654 Flour Drive	CITY: Trade City	STATE: CA	ZIP CODE: 95729
<input type="checkbox"/> Donor Advised Fund (DAF) (see instructions)	DAF NAME:	DONOR(S) AND DONOR'S ADVISOR: (SEE INSTRUCTIONS.)		
<input checked="" type="checkbox"/> Payor is a named party or the subject of a proceeding before my agency.	BRIEF DESCRIPTION OF PROCEEDINGS: Applied for building permit for 456 Sugar Road pending before Pawnee City Council 2/10/XX.			

FORM 803 - STEP 3

PAYEE INFORMATION



3. Payee Information *(For additional payees, include an attachment with the names, addresses and relationship information)*

NAME: Paws of Pawnee Animal Center	ADDRESS: 321 Main Street	CITY: Pawnee	STATE: CA	ZIP CODE: 95222
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For a **nonprofit organization payee**, provide a brief description of any relationship to the official, official's immediate family member or staff member in the role of founder, salaried employee, decision-making capacity (board member or executive officer) or position on an honorary or advisory board.

NAME AND TITLE:	ROLE WITH THE NONPROFIT ORGANIZATION:	BRIEF DESCRIPTION:
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- Disclose the name and address of the person receiving the payment.
- A business address may be used for the required information.
- We will cover reporting the official's role with a nonprofit organization later on the next slide.

FORM 803 - STEP 3

PAYEE NONPROFIT ORGANIZATION ROLE



An official must disclose and provide a brief description where the official, the official's family member, or member of the official's campaign staff or officeholder staff has any of the following roles with the payee nonprofit organization:

- Any decision-making capacity within the organization;
- Salaried employment;
- Status as a founding member;
- Position on an honorary or advisory board.

3. Payee Information *(For additional payees, include an attachment with the names, addresses and relationship information)*

NAME:	ADDRESS:	CITY:	STATE:	ZIP CODE:
Paws of Pawnee Animal Center	321 Main Street	Pawnee	CA	95222

For a **nonprofit organization payee**, provide a brief description of any relationship to the official, official's immediate family member or staff member in the role of founder, salaried employee, decision-making capacity (board member or executive officer) or position on an honorary or advisory board.

NAME AND TITLE:	ROLE WITH THE NONPROFIT ORGANIZATION:	BRIEF DESCRIPTION:
April Ludgate, Founder	Founder	Ludgate is a paid member of Knope's campaign staff

FORM 803 - STEP 4 PAYMENT INFORMATION



4. Payment Information *(Complete all information. For estimated payment information check the box below.)*

DATE (MONTH/DAY/YEAR)	AMOUNT	PAYMENT TYPE	BRIEF DESCRIPTION OF IN-KIND PAYMENT	PURPOSE	DESCRIBE THE LEGISLATIVE, GOVERNMENTAL, CHARITABLE PURPOSE, OR EVENT:
02/06/XX	\$2,500	<input type="checkbox"/> MONETARY DONATION <input checked="" type="checkbox"/> IN-KIND GOODS OR SERVICES	Muffins, cakes, fancy dessert	<input type="checkbox"/> LEGISLATIVE <input type="checkbox"/> GOVERNMENTAL <input checked="" type="checkbox"/> CHARITABLE	Charitable donation to support the annual bake sale.
02/14/XX	\$3,000	<input checked="" type="checkbox"/> MONETARY DONATION <input type="checkbox"/> IN-KIND GOODS OR SERVICES		<input type="checkbox"/> LEGISLATIVE <input type="checkbox"/> GOVERNMENTAL <input checked="" type="checkbox"/> CHARITABLE	Charitable donation for ingredients and supplies for the annual bake sale

The _____ is an estimate and reflects my best efforts at obtaining the accurate information.
(DATE/AMOUNT)

REASON FOR ESTIMATE:

- Disclose the payment date and amount. Identify the type of payment by selecting one box: either monetary payment, or in-kind goods or services.
- For donated goods or services, report the fair market value and provide a brief description. Identify the charitable, legislative, or governmental purpose and provide a specific description of the event or purpose of payment.
- We will cover reporting estimates for payments on the next slide.



FORM 803 - STEP 4

REPORTING ESTIMATES FOR PAYMENTS

Regulation 18424.1 provides a “good faith estimate” behested payment reporting procedure when an official makes reasonable efforts and is unable to obtain the necessary payment information from a payee within 30 days of the filing date.

- Check the estimate box.
- Affirm that the estimated date or amount reflects the official’s best efforts.
- Identify the reason the accurate information is not available.

Within 10 days of receiving the accurate payment information from the payee, the official or member must file an amendment to their behested payment report.

4. Payment Information (Complete all information. For estimated payment information check the box below.)					
DATE (MONTH/DAY/YEAR)	AMOUNT	PAYMENT TYPE	BRIEF DESCRIPTION OF IN-KIND PAYMENT	PURPOSE	DESCRIBE THE LEGISLATIVE, GOVERNMENTAL, CHARITABLE PURPOSE, OR EVENT:
02/06/XX	\$2,500	<input type="checkbox"/> MONETARY DONATION <input checked="" type="checkbox"/> IN-KIND GOODS OR SERVICES	Muffins, cakes, fancy dessert	<input type="checkbox"/> LEGISLATIVE <input type="checkbox"/> GOVERNMENTAL <input checked="" type="checkbox"/> CHARITABLE	Charitable donation to support the annual bake sale.
02/14/XX	\$3,000	<input checked="" type="checkbox"/> MONETARY DONATION <input type="checkbox"/> IN-KIND GOODS OR SERVICES		<input type="checkbox"/> LEGISLATIVE <input type="checkbox"/> GOVERNMENTAL <input checked="" type="checkbox"/> CHARITABLE	Charitable donation for ingredients and supplies for the annual bake sale

The \$2,500 is an estimate and reflects my best efforts at obtaining the accurate information.
(DATE/AMOUNT)

REASON FOR ESTIMATE:
Awaiting fair market value of in-kind goods donated on 2/6/XX from payee

FORM 803 - STEP 4 REPORTING ESTIMATES FOR PAYMENTS



In the instructions of the Form 803, there is a sample written request for information letter to a payee organization.

As a best practice, this request should be sent as soon as the official makes the behest for payment. Sending a written request, such as the sample provided, 30 days prior to the reporting deadline, will constitute a reasonable effort to obtain the payment information when filing with estimated payment or estimated date information.
(See Regulation 18424.1(a).)

CALIFORNIA FORM 803

To: Payee Organization

From: Elected Official

I have agreed to work with your organization in its solicitation for funds related to [name of the fundraising event or fundraising campaign] to be held on [date or range of dates] for the purpose of [state the charitable, legislative or government purpose]. Under the Political Reform Act, payments you receive in response to this solicitation may meet the definition a "behested payment" reportable by an elected official or Public Utilities Commission member within 30 days of the date the payment is made.

So that I may comply with my behested payment reporting requirements, please provide the following for any relevant payments your organization receives in response to the above noted solicitation: the name and address of the payor, payment date, and amount. If the payment is in the form of a donated service or goods, describe the item or service and provide its fair market value.

If the payment date or amount are not known or represent an estimate, note this, and provide information on when final, accurate amounts will be available. Briefly explain the reason for any delay. Please provide me with the accurate information as soon as it is available so I may comply with my reporting requirements under the Political Reform Act.

FORM 803 - STEP 5 & 6 COMMENTS AND VERIFICATION



5. **Amendment Description and/or Comments** (Provide date of original filing or confirmation number in Part 1.)

6. **Verification**

I certify, under penalty of perjury under the laws of the State of California, that to the best of my knowledge, the information contained herein is true and complete.

Executed on 02/15/20XX
DATE

By *Lello Krato*
SIGNATURE

FPPC Form 803 (February/2022)
advice@fppc.ca.gov

- Use the comment field to add any additional information to the fields reported on in the Form 803.
- We'll be covering filing amendments on the next slide!
- Date and sign the Form 803 under penalty of perjury.
- Remember to file Form 803 within 30 days following the date on which the payment(s) meet or exceed \$5,000 from a single source in a calendar year.

FORM 803 - AMENDMENTS



- Mark the amendment box only if changing or adding information to a previously filed Form 803.
- Include the date of the original filing or confirmation number.
- Include a brief description of the amendment and the changed or corrected information.
- Date and sign the Form 803 under penalty of perjury.

Behested Payment Report A Public Document		Amendment of Filing <input checked="" type="checkbox"/> Check box if an Amendment 02 / 18 / XX (Month, Day, Year) 00112233-1234-WXYZ-ABCD-667788991122 # Confirmation Number		Date Stamp (Agency)	CALIFORNIA FORM 803
Type or Print in Ink.					
1. Elected Officer or CPUC Member (Last name, First name)					
ELECTED OFFICER OR CPUC MEMBER: Knape, Leslie		AGENCY NAME: City of Pawnee		AGENCY STREET ADDRESS: 987 Park Road, Pawnee, CA 95222	
DESIGNATED CONTACT PERSON (NAME AND TITLE): Tom Haverford		AREA CODE/PHONE NUMBER: 123-456-7890		E-MAIL: thaverford@cityofpawnee.org	
2. Payor Information (For additional payors, include an attachment with the names, addresses, and proceeding information)					
NAME: Reputable Baking Company		ADDRESS: 654 Flour Drive		CITY: Trade City	STATE: CA ZIP CODE: 95729
<input type="checkbox"/> Donor Advised Fund (DAF) (see instructions)		DAF NAME:		DONOR(S) AND DONOR'S ADVISOR: (SEE INSTRUCTIONS)	
<input checked="" type="checkbox"/> Payor is a named party or the subject of a proceeding before my agency.		BRIEF DESCRIPTION OF PROCEEDINGS: Applied for building permit for 456 Sugar Road pending before Pawnee City Council 2/10/XX.			
3. Payee Information (For additional payees, include an attachment with the names, addresses and relationship information)					
NAME: Paws of Pawnee Animal Center		ADDRESS: 321 Main Street		CITY: Pawnee	STATE: CA ZIP CODE: 95222
For a nonprofit organization payee, provide a brief description of any relationship to the official, official's immediate family member or staff member in the role of founder, salaried employee, decision-making capacity (board member or executive officer) or position on an honorary or advisory board.					
NAME AND TITLE: April Ludgate, Founder		ROLE WITH THE NONPROFIT ORGANIZATION: Founder		BRIEF DESCRIPTION: Ludgate is a paid member of Knape's campaign staff	
4. Payment Information (Complete all information. For estimated payment information check the box below.)					
DATE (MONTH/DAY/YEAR)	AMOUNT	PAYMENT TYPE	BRIEF DESCRIPTION OF IN-KIND PAYMENT	PURPOSE	DESCRIBE THE LEGISLATIVE, GOVERNMENTAL, CHARITABLE PURPOSE, OR EVENT:
02/06/XX	\$3,500	<input type="checkbox"/> MONETARY DONATION <input checked="" type="checkbox"/> IN-KIND GOODS OR SERVICES	Muffins, cakes, fancy dessert	<input type="checkbox"/> LEGISLATIVE <input type="checkbox"/> GOVERNMENTAL <input checked="" type="checkbox"/> CHARITABLE	Charitable donation to support the annual bake sale.
02/14/XX	\$3,000	<input checked="" type="checkbox"/> MONETARY DONATION <input type="checkbox"/> IN-KIND GOODS OR SERVICES		<input type="checkbox"/> LEGISLATIVE <input type="checkbox"/> GOVERNMENTAL <input checked="" type="checkbox"/> CHARITABLE	Charitable donation for ingredients and supplies for the annual bake sale
<input type="checkbox"/> The _____ is an estimate and reflects my best efforts at obtaining the accurate information.			REASON FOR ESTIMATE:		
5. Amendment Description and/or Comments (Provide date of original filing or confirmation number in Part 1.)					
Amendment to report the fair market value of the 02/06/XX in-kind donation as \$3,500.					
6. Verification					
I certify, under penalty of perjury under the laws of the State of California, that to the best of my knowledge, the information contained herein is true and complete.					
Executed on <u>2/18/20XX</u>		By <u>Leslie Knape</u>			
DATE		SIGNATURE			

CHARITABLE ORGANIZATION FUNDRAISING SOLICITATIONS

A payment is subject to behested payment reporting if the payment is made in response to a fundraising solicitation from a charitable organization requesting a payment where the solicitation meets the following:

- it was sent under the control or at the direction of, in cooperation, consultation, coordination, or concert with, at the request or suggestion of, or with express, prior consent of the elected officer or their agent; and
- it “features” the elected officer.

Features

- A solicitation features an elected officer when it includes the officer’s photograph or signature, or singles out the elected officer.
- An elected officer is also featured in a solicitation if the roster or letterhead listing the governing board contains a majority of elected officers.





EXAMPLE: CHARITABLE FUNDRAISING SOLICITATIONS



*On Behalf of Cale Ashton,
California State Assemblymember,
You Are Cordially Invited to*

17th Annual Bona Fide Banquet

Featuring a world-class three course meal,
complimentary drinks, and a special
performance by ZZZ Orchestra.

Purchase tickets below. All proceeds support
XYZ Coalition.

<https://www.rsvponline.com/bonafidebanquet>

April 13th, 20XX
6:00pm

**Jasmine City
Convention Center**
1400 Jazz St
Jasmine City, CA 95111

x Cale Ashton

EXAMPLE: CHARITABLE FUNDRAISING SOLICITATIONS



SOUP KITCHEN LUNCHEON CELEBRATION



JOIN US IN CELEBRATING 20XX AND THANKING OUR PARTNERS, FRIENDS, AND COMMUNITY FOR THIS WONDERFUL YEAR OF ACHIEVEMENT
PROCEEDS TO BENEFIT FISH TO TABLE AND OTHER LOCAL FOOD BANKS

09 DECEMBER
11:30AM - 3:30PM

CENTURY CENTER BLDG D
1600 INDUSTRIAL BLVD
INDUSTRIAL CITY, CA 95815



SOUP KITCHEN LUNCHEON 20XX

20XX HOST COMMITTEE

DEVON BRIDIE	DON LYSANDRE	ALEXANDER SCOTT
VICTOR BROWNING	ALICE MARLEY	JOHNATHAN SHEA
SOFIYA DANYLO	KATHLEEN MAURA	TAYLOR SLATER
OLIVIE FEYZA	SAMRA NADEEM	SARINA SVENJA
ESHA FOSTER	YSABEL NEEMIAS	MICHELLE VIVIAN
MATTHEW JILANI	JAY NGUYEN	YUMEI YA

20XX HONORARY COMMITTEE

US SENATOR GERALD DAVIS
US CONGRESSMAN STEVE CAVERLEY
US CONGRESSWOMAN AYLA EVEREST
CA STATE ASSEMBLYMEMBER MARYBETH AKAKIOS
CA STATE ASSEMBLYMEMBER OSKAR ANOUSKA
CA STATE ASSEMBLYMEMBER CALE ASHTON
CA STATE ASSEMBLYMEMBER ISABEL BROWN
CA STATE ASSEMBLYMEMBER CASSANDRA EVERGREEN
CA STATE ASSEMBLYMEMBER BOB IDA
CA STATE ASSEMBLYMEMBER EMILY LINDSEY
CA STATE SENATOR PETER GOLDWYN
CA STATE SENATOR NICOLE GONZALEZ
SACRAMENTO CITY COUNCILMEMBER AMIE AJAY
SACRAMENTO CITY COUNCILMEMBER EDWARD MAKANA
SACRAMENTO COUNTY SUPERVISOR ANNA ARMAZI
SACRAMENTO COUNTY SUPERVISOR JOSIAH JASMIN
SACRAMENTO COUNTY SUPERVISOR LINDA VIDAL





EXAMPLE: FORM 803 ALL DISCLOSURES

Behested Payment Report A Public Document

Type or Print in Ink.

<input type="checkbox"/> Amendment of Filing Check box if an Amendment / / (Month, Day, Year) # _____ Confirmation Number	Date Stamp (Agency)	CALIFORNIA FORM 803
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1. Elected Officer or CPUC Member (Last name, First name)

ELECTED OFFICER OR CPUC MEMBER: Knope, Leslie	AGENCY NAME: City of Pawnee	AGENCY STREET ADDRESS: 987 Park Road, Pawnee, CA 95222
DESIGNATED CONTACT PERSON (NAME AND TITLE): Tom Haverford	AREA CODE/PHONE NUMBER: 123-456-7890	E-MAIL: thaverford@cityofpawnee.org

2. Payor Information (For additional payors, include an attachment with the names, addresses, and proceeding information)

NAME: Trade City Community Foundation	ADDRESS: 1200 5th Street	CITY: Trade City	STATE: CA	ZIP CODE: 95729
<input checked="" type="checkbox"/> Donor Advised Fund (DAF) (see instructions)	DAF NAME: Gunderson Memorial Fund	DONOR(S) AND DONOR'S ADVISOR: (SEE INSTRUCTIONS) John Doe		
<input checked="" type="checkbox"/> Payor is a named party or the subject of a proceeding before my agency.		BRIEF DESCRIPTION OF PROCEEDINGS: Applied for building permit for 456 Sugar Road pending before Pawnee City Council 2/10/XX.		

3. Payee Information (For additional payees, include an attachment with the names, addresses and relationship information)

NAME: Paws of Pawnee Animal Center	ADDRESS: 321 Main Street	CITY: Pawnee	STATE: CA	ZIP CODE: 95222
For a nonprofit organization payee, provide a brief description of any relationship to the official, official's immediate family member or staff member in the role of founder, salaried employee, decision-making capacity (board member or executive officer) or position on an honorary or advisory board.				
NAME AND TITLE: April Ludgate, Founder	ROLE WITH THE NONPROFIT ORGANIZATION: Founder	BRIEF DESCRIPTION: Ludgate is a paid member of Knope's campaign staff		

4. Payment Information (Complete all information. For estimated payment information check the box below.)

DATE (MONTH/DAY/YEAR)	AMOUNT	PAYMENT TYPE	BRIEF DESCRIPTION OF IN-KIND PAYMENT	PURPOSE	DESCRIBE THE LEGISLATIVE, GOVERNMENTAL, CHARITABLE PURPOSE, OR EVENT:
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02/14/XX	\$3,000	<input checked="" type="checkbox"/> MONETARY DONATION <input type="checkbox"/> IN-KIND GOODS OR SERVICES		<input type="checkbox"/> LEGISLATIVE <input type="checkbox"/> GOVERNMENTAL <input checked="" type="checkbox"/> CHARITABLE	Charitable donation for ingredients and supplies for the annual bake sale
<input checked="" type="checkbox"/> The \$2,500 is an estimate and reflects my best efforts at obtaining the accurate information.			REASON FOR ESTIMATE: Awaiting fair market value of in-kind goods donated on 02/06/XX from payee		

5. Amendment Description and/or Comments (Provide date of original filing or confirmation number in Part 1.)

6. Verification
I certify, under penalty of perjury under the laws of the State of California, that to the best of my knowledge, the information contained herein is true and complete.

Executed on 02/15/20XX By Leslie Knope
DATE SIGNATURE

FPPC Form 803 (February/2022)
advice@fppc.ca.gov

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- On the FPPC's website, the public can search behested payment reports filed by members of the Senate and Assembly, and statewide elected officers.



RESOURCES

- FPPC Website
 - [Search Filings](#)
 - [Behested Payment Information Page](#)
- [Electronic Filing](#) (state officials only!)
- [Behested Payment Report Fact Sheet](#)
- [Sample Request Letter to Payee Organization](#)
- Have Questions? We have Answers!
 - Email Advice: advice@fppc.ca.gov
 - Phone Advice: 1-866-275-3772
9 – 11:30 a.m. Monday – Thursday



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Reporting Behested Payments - Form 803

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Under California's transparency laws, an **elected official** or **California Public Utilities Commission (PUC) member** must report payments made for a charitable, legislative or governmental purpose at their behest ("behested payments") totaling \$5,000 or more in a calendar year from a single source.

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What is a Behested Payment?

Generally, a payment is considered "behested" and subject to reporting if it is made:

- Under the control or at the direction of, in cooperation, consultation, coordination, or concert with, at the request or suggestion of, or with the express, prior consent of an elected official or member of the PUC; and
- It is made for a legislative, governmental, or charitable purpose.

Why is there a Duty to Report?

Unlike gifts and contributions, there are no limits on the amount of payments an official may behest. The purpose of the "behested payment" reporting requirements is to capture these payments that are not direct contributions to elected officials or gifts but involve the official. Reporting at the required level – when payments reach the \$5,000 from a single source in a calendar year – provides important transparency to the public.

A behested payment that results in a personal benefit to an official may also constitute a "gift" to that official subject to the gift rules, including applicable reporting requirements, gift limits, and potential disqualification.

Reporting Behested Payments

An official must report any single source of behested payments totaling \$5,000 or more, in the aggregate, in a calendar year. Officials must report the behested payments within 30 days of meeting or exceeding the \$5,000 threshold. *All subsequent payments from that source in the calendar year must also be reported within the 30 days of the payment.*

How to Request Advice

If you have questions about your obligations under the Act, you can request advice directly from FPPC staff.

[REQUEST ADVICE](#)

General Contact

Fair Political Practices Commission
1102 Q Street, Suite 3050
Sacramento, CA 95811