CAMPAIGN DISCLOSURE
(Government Code § 81000 et seq.)

State law requires candidates (and their committees, if any) to file one or more **Campaign Statements** disclosing their campaign receipts and expenditures in connection with an election. If a campaign committee has been organized supporting a candidate, the committee must file a Statement of Organization (Form 410).

CANDIDATE INTENTION STATEMENT (FORM 501)

Candidates must file with the City Clerk a Candidate's Intention Statement (Form 501), **before** they solicit or receive any contributions (including loans). Payment from the candidate's personal funds for a candidate's filing fee or a candidate's statement does not count as a "contribution" or "loan". However, all other expenses from the candidate's personal funds are considered contributions.

STATEMENT OF ORGANIZATION (FORM 410)

Candidates receiving contributions from others, or who spend more than $2,000 of personal funds to run for office, must open a campaign bank account at a financial institution in California and mail a Statement of Organization (Form 410) to the Secretary of State within 10 days of opening the account.

Exceptions: The Statement of Organization (Form 410) is not required if the candidate will not be receiving contributions from others <u>and</u> will spend less than $2,000 in a calendar year from personal funds to support his or her candidacy. Payment of a candidate's filing fee or candidate's statement is not counted toward the $2,000 expenditure threshold.

Note: If the candidate finds later that he/she will be spending more than $2,000 from personal funds, a campaign bank account must be opened.

As of January 1, 2013, Government Code section 84101.5 requires the Secretary of State to charge each qualified recipient committee that files a Statement of Organization (Form 410) $50 per year, until the committee terminates pursuant to Government Code section 84214. For questions regarding this new law, please contact the Secretary of State's Political Reform Division at (916) 653-6224.

CAMPAIGN DISCLOSURE STATEMENTS

All candidates must file Campaign Disclosure Statements. <u>This includes candidates who spend no money, or only their own money, on their campaigns</u>. It also includes candidates who unofficially "withdraw" from the race by abandoning active campaigning after the official deadline for withdrawal of candidacy is past.

If less than $2,000 will be raised and spent on the campaign, by the candidate or by others on his/her behalf, and total campaign transactions for the entire calendar year are under $2,000, the filing obligations in connection with the election are simple; the only campaign statement that must be filed is Form 470 (in duplicate). It should be filed along with the other nomination documents; however, it will be accepted without penalty if filed by the first campaign disclosure filing deadline.

Form 470 Supplement

An officeholder/candidate who has filed Form 470 in connection with an election and subsequently receives contributions (including monetary and non-monetary contributions, loans, and the candidate's personal funds) totaling $2,000 or more or makes expenditures totaling $2,000 or more prior to the election, is required to send written notification to the City Clerk and to each candidate contending for the same office. The notification must be sent within 48-hours of receiving contributions totaling $2,000 or more or making expenditures of $2,000 or more. The notification must include the name and address of the candidate, the elective office, and the date of election for which the Form 470 was filed and the date contributions or expenditures totaling $2,000 or more were received or made. The Form 470 Supplement may be used as the written notification.

If campaign activity will involve $2,000 or more, the candidate cannot use Form 470. Instead, the City Clerk must issue the candidate three copies of Form 460 and Form 410 plus the Information Manual, which is prepared by the Fair Political Practices Commission. The candidate (and committee treasurer, if any) should review this manual carefully and note the filing deadlines, which apply to his/her campaign.

STATEMENT OF TERMINATION

When the candidate and committee, if any, have ended all campaign activity, Form 410 Statement of Organization/Termination may be filed. There is no deadline for terminating a committee. The Statement of Organization/Termination should be filed after the election, if and when appropriate.

FUTURE CAMPAIGN DISCLOSURE FILING OBLIGATIONS

Form 410 Statement of Organization/Termination must be filed in order to terminate filing obligations of a **candidate or committee.** Until it is filed, the candidate or committee will remain indefinitely in an open status, even after the election is over, **and will be required to file semiannual campaign statements whether or not there was any activity during the applicable six-month period.** It is the responsibility of the candidate or committee to obtain campaign disclosure filing information and comply with filing requirements **(the $10 per day late filing penalty applies if filing deadlines are not met).**

If elected to office, the candidate will continue to have campaign filing obligations **as an officeholder** whether or not a Statement of Organization/Termination was filed. An officeholder who receives $200 or more per month from the elective office must file semiannual statements; an officeholder receiving less than $200 is required to file if he/she has any political contributions or expenditures to report.

Note: Candidates who file the **Form 470** (Short Form) do not need to fill out termination forms.

Money used from the candidate's personal funds is considered a monetary contribution (or loan) to the campaign and must be reported just as if it were a monetary contribution (or loan) from another person.

CAMPAIGN DISCLOSURE (Continued)

Contributions from other persons may not be comingled with the candidate's personal funds. As soon as such contributions are received, they must be deposited in a campaign account (the law prohibits personal use of campaign funds).

Anonymous or cash contributions of $100 or more, and cash expenditures of $100 or more, are prohibited.

Careful and complete records should be kept of all campaign transactions. Detailed reporting is not required until the campaign reaches the $2,000 mark; however, candidates should keep in mind that campaign records are subject to audit (by the Fair Political Practices Commission) on a random basis.

There is a special reporting requirement (covered in the FPPC Information Manual) in the event of State and local committees making or receiving contribution(s) that total in the aggregate $1,000 or more in the 90 days before an election or on the date of the election.

If the candidate has a campaign committee, candidate and committee may file campaign statements jointly, using Form 460. It is important for the treasurer to be aware of his/her responsibilities and to be prepared to devote sufficient time and effort to the job. He/she should be aware that the treasurer is legally responsible for the accuracy and completeness of a committee's campaign statement.

Note: In addition to filing campaign statements, a committee is required to file a Statement of Organization (Form 410) within 10 days of reaching the $2,000 limit.

Where to File the Statement of Organization (Form 410):

Original and one copy - Secretary of State
Political Reform Division
1500 11th Street, Room 495
Sacramento, CA 95814

One Copy - City Clerk

If a committee qualifies as a recipient committee during the 16 days prior to an election in which it would be required to file pre-election statements, the committee must file, by overnight service, telegram or personal delivery **within 24 hours** of qualifying as a committee, the information required to be reported in the Statement of Organization. The information must be filed with the filing officer with whom the committee is required to file the originals of its Campaign Statements.

Fair Political Practices Commission

Filing Schedule for
Candidates and their Controlled Committees for Local Office
Listed on the November 5, 2024 Ballot

Deadline	Period	Form	Notes
Jul 31, 2024 *Semi-Annual*	*** – 6/30/24**	460	• All committees must file this statement.
Within 24 Hours *Election Cycle Reports*	**8/7/24 – 11/5/24**	497	• File if a contribution of $1,000 or more in the aggregate is received from a single source. • File if a contribution of $1,000 or more in the aggregate is made to or in connection with *another* candidate or measure listed on the November 5, 2024, ballot. • The recipient of a non-monetary contribution of $1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received. • File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.
Sep 26, 2024 *1st Pre-Election*	**7/1/24 – 9/21/24**	460 or 470	• Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 24, 2024 *2nd Pre-Election*	**9/22/24 – 10/19/24**	460	• All committees must file this statement. • File by personal delivery or guaranteed overnight service. The committee may also file online, if available.
Jan 31, 2025 *Semi-Annual*	**10/20/24 – 12/31/24**	460	• All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2024.

Additional Notes:

- ***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.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to a 24-Hour/10-Day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-Hour/10-Day Independent Expenditure Report (Form 496). Such reports must be filed within 24 hours, regardless of the day of the week.
- **Method of Delivery:** All paper filings may be filed by first-class mail unless otherwise noted. A paper copy of a statement may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.

- **Form 460:** Candidates who have raised/spent $2,000 or more file Form 460. The Form 410 (Statement of Organization) must also be filed once $2,000 or more has been raised/spent.
- **Form 470:** Candidates who do not raise or spend $2,000 or more (or anticipate raising or spending $2,000 or more) in 2024 and do not have an open committee may file Form 470 on or before September 26, 2024. If the candidate raises or spends $2,000 or more, later during the calendar year, a Form 470 Supplement and a Form 410 must be filed.
- **Independent Expenditures:** Committees making independent expenditures totaling $1,000 or more to support or oppose other candidates or ballot measures also file:
    - **Form 496:** This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
    - **Form 462:** This verification form must be e-mailed to the FPPC within 10 days..

- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See Campaign Disclosure Manual 2 for additional information.
- **Public Documents:** All statements and reports are public documents.
- **Resources:** Campaign manuals and other instructional materials are available on the Campaign Rules page. Or, visit www.fppc.ca.gov > Learn > Campaign Rules.