



City of Oakdale

**Candidate Handbook
And Resource Guide**

for Municipal Office

GENERAL MUNICIPAL ELECTION

Tuesday, November 3, 2020

Prepared by the Office of the City Clerk
City of Oakdale, 280 North Third Avenue, Oakdale, CA
95361 1 (209) 845-3573 | www.oakdalegov.com

-DISCLAIMER-

This candidate guide is intended to provide general information for candidates and committees and does not have the force or effect of law, regulation, or rule. It is distributed with the understanding that the City of Oakdale is not rendering legal advice. This handbook is not to be a substitute for legal counsel for the individual, organization or candidate using it. In case of conflict, the law, regulation or rule will apply.



Office of the City Clerk

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FIRE DEPARTMENT

325 East "G" St.
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450 S. Willowood Dr.
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(209) 847-5904
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RECREATION DEPARTMENT

280 N. Third Ave.
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PUBLIC SERVICES DEPARTMENT

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(209) 848-4344

POLICE DEPARTMENT

245 N. Second Ave.
Oakdale, CA 95361
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CITY OF OAKDALE

WEBSITE

www.ci.oakdale.ca.us

E-MAIL

information
@ci.oakdale.ca.us

Dear Candidates:

Welcome to the November 3, 2020 Presidential General Election! Your decision to seek office in the upcoming election is admirable and provides voters in the city of Oakdale a choice of representation wherein our democratic processes are sustained. This election, there are two City Council seats, one City Clerk seat, and one City Treasurer seat up for election for a term of four years each.

There are many requirements associated with being a candidate and the purpose of this Candidate Guide is to assist you in understanding those requirements. It contains valuable information pertaining to qualifications of office, terms of office, procedures, fees, forms, and important dates and deadlines. Please read this handbook over carefully. Being well advised will help you with your campaign.

This guide is intended to be a resource and is not comprehensive nor does it constitute or substitute for legal advice. It is intended to provide general information about the nomination and election of candidates and does not have the force and effect of law, regulation, or rule. It is distributed with the understanding that the City Clerk's Office of the City of Oakdale is not and cannot render legal advice nor legal interpretations and that the guide is not a substitute for legal counsel for the individual using it. In case of conflict, the law, regulation, or rule will apply. For your own protection, I urge you to consult with an attorney for those types of questions.

Additional resources for election information may be found at the following websites:

- City of Oakdale www.oakdalegov.com/municipal-election-info
- Stanislaus County Registrar of Voters www.stanvote.com
- California Secretary of State www.sos.ca.gov/elections

For campaign finance disclosure related questions, please visit the California Fair Political Practices Commission (FPPC) website at www.fppc.ca.gov.

The City Clerk's Office is open during regular business hours, Monday through Friday, from 8:00 a.m. to 5:00 p.m. I can be reached directly at (209)845-3573 or via email at jchristel@ci.oakdale.ca.us.

I wish you the best of luck in your endeavors.

Sincerely,

Julie Christel

Julie Christel
Council Services and Legislative Records Manager
Deputy City Clerk

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Candidate Handbook

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- ✓ Form 410 Statement of Organization Recipient Committee
- ✓ Form 460 Recipient Committee Campaign Statement
- ✓ Form 460 Supplement
- ✓ Form 470 Officeholder and Candidate Campaign Statement
- ✓ Form 496 Late Independent Expenditure Report
- ✓ Form 497 Late Contributions Report
- ✓ Form 501 Candidate Intention Statement
- ✓ Form 700 Statement of Economic Interests
- ✓ Form 700 Amendment
- ✓ Form 700 Reference Pamphlet
- ✓ Form 700 Frequently Asked Questions

- ✓ Local Gifts Fact Sheet

- ✓ Manual 2 Local Candidates

Reference Materials

- ✓ Open and Public V: A Guide to the Ralph M. Brown Act
- ✓ City of Oakdale Administrative Policies and Procedures
- ✓ City of Oakdale Committees, Commissions, and Boards
- ✓ City of Oakdale FY20-21 Proposed Preliminary Budget
- ✓ My Voter Status – Secretary of State Website

Stanislaus County Registrar of Voters Materials

- ✓ 2020 Stanislaus County Registrar of Voters General Candidate Guide
- ✓ 2020 Elections Calendar

ELECTION INFORMATION

General Guidance Only

This manual has been prepared to assist candidates in the election process by providing general guidance only. It is not intended to provide legal advice. Candidates and others using this manual must bear full responsibility for making their own determinations as to all legal standards, duties and factual material contained herein.

City of Oakdale Election Services

The Oakdale City Clerk serves as the Election Official for the City of Oakdale. If you would like to be included on the ballot for City Council Member, City Clerk, or City Treasurer, follow these three steps:

- 1) Contact the City Clerk's Office at 209-845-3573 to schedule an appointment. The Clerk's Office can provide information about the availability of filing papers and answer questions regarding nominating petitions and other ballot procedures.
- 2) Arrange to pick up required paperwork.
- 3) Return your completed paperwork within the designated filing window. If the incumbent does not file for re-election, the deadline will be extended five days for other candidates.

Information Available from City Offices

Requests from candidates for information, documentation, resources, data, and/or meetings with Department Heads shall be filtered through the City Clerk's Office to ensure that all candidates receive the same information and have similar opportunities. To schedule such a request, contact:

Oakdale City Clerk's Office
Julie Christel
(209)845-3573
jchristel@ci.oakdale.ca.us

Information is available in City offices during regular business hours - Monday through Friday, 8:00 a.m. to 5:00 p.m.

Stanislaus County Election Services

The City of Oakdale consolidates election services with Stanislaus County; however, all paperwork must be filed with the Oakdale City Clerk's Office. If a candidate requires voter registration information, all requests must be made to Stanislaus County Registrar of Voters in accordance with the provisions of §2188 of the California Elections Code.

An application for voter registration information must be filed with the Stanislaus County Elections Division, (209) 525-5201.

ABOUT THE CITY OF OAKDALE

Oakdale City Council

The City Council consists of five (5) members, including a directly elected Mayor and four (4) Council Members who are elected at large and do not represent specific districts, but rather represent all members of the community as a whole. The Mayor and City Council Members hold office for a term of four (4) years with no term limits.

Each year in December at the City Council Reorganization Meeting, or if a vacancy occurs, the City Council selects the Mayor Pro Tem from among its members. The Mayor Pro Tem acts as Mayor in the absence or disability of the Mayor.

City Council meetings are held twice each month on the first and third Monday beginning at 7:00 p.m. The meeting schedule is set by Oakdale Municipal Code Ord. No. 374, § 1, 2; Ord. No. 518, §1. Additional meetings may be scheduled as needed.

Special meetings may be called at any time by the Mayor or a majority (three members) of the Council regarding specific business that has been stated. City Council may hold “Closed Sessions” to consider any matter permitted by State Law to be so considered. Closed Sessions are generally held prior to Regular Council Meetings.

The Mayor’s Role

The mayor is a voting member of the governing body who is directly elected. The mayor is the public face of the community who presides at meetings, assigns agenda items to committees, facilitates communication and understanding between elected and appointed officials, and assists the governing body in setting goals and advocating policy decisions.

The Council’s Role

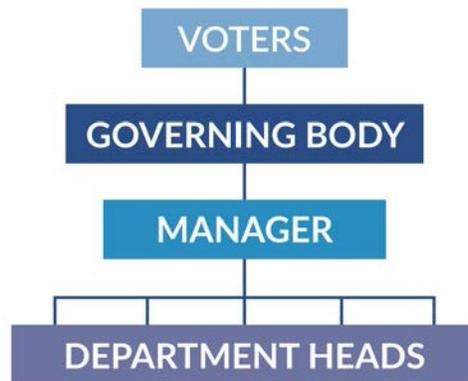
Under the council-manager form, the elected officials are the legislative body and the community’s policy makers. Power is centralized in this body, which approves the budget and adopts local laws and regulations. The elected officials also focus on the community’s big-picture goals, such as community growth and sustainability.

The elected officials hire a professional city manager based on that person’s education, experience, skills, and abilities and NOT on their political allegiances. The elected officials supervise the manager’s performance, and if that person is not responsive and effective in their role, the elected officials have the authority to remove her or him at any time.

Council/Manager Form of Government

The council-manager form is the most popular structure of government in the United States among municipalities with populations of 2,500 or more. It is one of several ways U.S. municipalities and counties can organize.

Under this form, residents elect a governing body—including a chief elected official, such as a mayor or board chairperson—to adopt legislation and set policy. The governing body then hires a manager or administrator with broad executive authority to carry out those policies and oversee the local government’s day-to-day operations.



The Manager's Role

The City Manager exercises general supervision and provides direction to the City staff. Council deals with the administration of the City through the City Manager. The City Manager typically has the following responsibilities:

- Prepares a budget for the governing body's consideration.
- Recruits, hires, supervises, and terminates government staff.
- Serves as the governing body's chief advisor by providing complete and objective information about local operations, discussing options, offering an assessment of the long-term consequences of decisions, and making policy recommendations.
- Carries out the policies established by the governing body.

The City Clerk's Office

The City Clerk's Office has a broad range of legislative and administrative responsibilities such as administering Federal, state and local procedures through which local government representatives are selected and assists candidates in meeting their legal responsibilities before, during and after an election, serving as key staff for Council meetings, the City Clerk's office prepares the legislative Agenda, verifies legal notices have been posted or published, and completes the necessary arrangements to ensure an effective meeting, and manages, preserves and protects the public record. By statute, the Clerk is required to maintain and index the Minutes, Ordinances and Resolutions adopted by the legislative body.

The City Treasurer's Role

The City Treasurer is an elected official who acts as the custodian of all public funds belonging to or under the control of the City. The City Treasurer's duties are mandated by state law and city policies, and include the review of bank reconciliations and approval of Treasurer's Reports.

Compensation & Benefits

All Council Members, including the Mayor are eligible to receive a \$371.29 monthly stipend for their service. The City Clerk is eligible to receive a \$200.00 monthly stipend and the City Treasurer, a \$80.25 monthly stipend.

RUNNING FOR OFFICE

Qualifications for all Offices

The following Elections Code sections are a sample of what is required to qualify to run for City Council. Please refer to the Elections Code for a full listing of qualifications.

Registered Voter

A person is not eligible to hold office as councilmember unless he or she is, at the time of assuming that office, an elector of the city, and was a registered voter of the city at the time nomination papers are issued to the candidate. EC §10227 / GC §36502

A person is incapable of holding a civil office if, at the time of his or her election or appointment, he or she is not 18 years of age and a citizen of the state. GC §1020

Residence and Domicile

A candidate must have a domicile within the City of Oakdale. For voting purposes, “residence” means a person’s domicile. The domicile of a person is that place in which his or her habilitation is fixed and the person has the intention of remaining and returning to. At a given time a person may have only one domicile. EC §349

If, during his or her term of office, he or she moves his or her place of residence outside of the city limits or ceases to be an elector of the city, his or her office shall immediately become vacant. GC §36502

Declaration of Candidacy

A person shall not be considered a legally qualified candidate for office under the laws of the State of California, unless that person has filed a Declaration of Candidacy or statement of write-in candidacy with the elections official (City Clerk). EC §13

Running for More Than One Office

Notwithstanding any other provision of law, a candidate shall not file nomination papers for more than one municipal office or term of office for the same municipality in the same election. EC §10220.5

Felony Conviction

A person shall not be considered a candidate for, and is not eligible to be elected to, any state or local elective office if the person has been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes. EC §20

DOCUMENTS TO BE FILED

It is recommended that the candidate call ahead to schedule an appointment with the City Clerk's Office to pick up the nomination forms personally. The Elections Official will review the forms and procedures with the candidate. There are several forms requiring the candidate's signature. The Elections Official will provide the candidate with a checklist of documents provided to the candidate, indicating which documents must be returned by the end of the nomination period.

Listed below are the various forms to be filed for candidacy for office. It is the obligation of the candidate to ensure that all filing requirements and deadlines have been met.

**The deadline for filing candidacy documents is August 7, 2020 at 5:00 p.m.
EXTENDS TO 5:00 P.M. ON AUGUST 12 IF AN ELIGIBLE INCUMBENT DOES NOT FILE.**

THE FOLLOWING DOCUMENTS ARE REQUIRED OF ALL CANDIDATES:

1. **Candidate Registration Verification**
2. **Nomination Paper** - The nomination paper must be signed by not less than 20, nor more than 30 registered voters of the City of Oakdale nominating the candidate for the office they are seeking and must be filed no later than August 7, 2020.
3. **Declaration of Candidacy, Affidavit of the Nominee and Oath of Office** - The Affidavit of Nominee and Oath of Allegiance must be taken and signed by the candidate before the City Clerk, her designee or another person authorized to administer oaths.
4. **Receipt for Candidate Filing Fee of \$25.00**
5. **Candidate Statement of Qualifications Form (Optional)** - Candidates have the opportunity to provide a candidate statement of no more than 200 words to be printed in the Official Voter Information Guide. Each candidate is responsible to pay a deposit for the estimated cost of this statement (\$1,000 .00) at the time of filing. If the actual cost of the statement is more than \$1,000.00, the candidate will be responsible for paying the remaining balance following receipt of a billing statement.
 - a) Receipt for Deposit of \$1,000.00 if filing Candidate Statement of Qualifications.
6. **FPPC (Fair Political Practices Commission) / Financial Disclosure Reports**
For complete information and filing requirements for FPPC Forms and In, see "Campaign Disclosure Information (FPPC Filings) in the Resources Section of the Guide.
 - a) **Form 501 (Candidate Intention Statement)**
A candidate must file this form **prior** to solicitation or receipt of any contribution, or expenditure of any personal funds used for the election other than personal funds to be used for the fee for printing the candidate's statement of qualifications in the Official Voter Information Guide.

b) **Form 700 (Statement of Economic Interests)**

Candidates running for municipal office must file a Form 700 candidate statement. The Political Reform Act (Gov. Code Sections 81000-91014)

requires candidates for local office to fully disclose their investments, interests in real property, business positions, and income, and the FPPC is the State Agency responsible for issuing this Form 700 and interpreting the Act. The Form 700 candidate statement must be filed with the City Clerk's Office no later than the final filing date of your nomination documents.

c) **Form 410 (Statement of Organization – Recipient Committee)**

A recipient committee is any individual, officeholder, candidate, group of individuals, organization or any other entity that receives contributions totaling \$2,000.00 or more during a calendar year. The initial Form 410 must be filed within 10 days of raising \$2000.00; however, it can be filed prior to receiving \$2,000.00, then amended within 10 days of reaching the \$2,000.00 threshold.

This form must be filed in original form with the Secretary of State. Include a \$50 payment made payable to the Secretary of State, thereafter, the \$50 fee is due annually no later than January 15th. File a copy of this form with the Oakdale City Clerk. Effective January 1, 2013: All committees must now disclose the financial institution and bank account number used by the committee.

d) **Form 460/470 (Recipient Committee/Candidate Campaign Statements)**

Submitted throughout the pre-election period to disclose funds raised and expended in connection with the election.

7. **Ballot Designation Worksheet** - This form is to be used to validate the designation chosen by the candidate to be placed on the ballot, and must fall within one of the five (5) categories as defined in the California Elections Code.
8. **Code of Fair Campaign Practices (Recommended)**
The oath of Candidate conduct made available to the press and/or public.
9. **Candidate Media Release and Contact Information Form (Recommended)**
The Oakdale City Clerk's Office and the Stanislaus County Registrar of Voters (ROV) uses this information to compile a comprehensive listing to be supplied to the public throughout the pre-election process. Provided to the media, public, and posted on the City's website.

Presidential General Election – Tuesday, November 3, 2020 County of Stanislaus – Registrar of Voters (ROV)

Code references, unless otherwise stated, refer to California Elections Code (EC), Government Code (GC) & Education Code (ED Code)

<p style="text-align: center;">Prior to Soliciting or Accepting Contributions for Campaign Purposes</p>	<p>All candidates must file FPPC Form 501 – Candidate Intention Statement Form 501 must be filed with the appropriate filing officer before soliciting or accepting contributions to a campaign. GC 85200</p> <p style="text-align: center;">Click Here For FPPC Filing Schedule</p>
<p style="text-align: center;">See Last Page For Measure Consolidation Calendar</p>	<p>Governing Bodies Requesting Measure Consolidation Pursuant to EC 10403, measure resolutions are to be submitted to the Board of Supervisors requesting consolidation with this election by E-88; however, the ROV has <u>administrative deadlines</u> necessary to meet vendor and print deadlines.</p> <p>See attached <i>Measure Consolidation Calendar</i> for ROV administrative deadlines.</p>
<p style="text-align: center;">SATURDAY June 27 9:30 a.m. – 11:00 a.m.</p>	<p>Candidate Workshop The Stanislaus County Registrar of Voters is conducting a free workshop intended to provide prospective candidates with an overview of the candidacy filing process. Topics will include Fair Political Practices Commission filing requirements, candidacy forms, candidate statement of qualifications and filing deadlines.</p> <p style="text-align: center;">Workshop to be held via virtual conference. Contact Candidate Services by phone or email to RSVP and request email conference access information.</p> <p style="text-align: center;">Contact Candidate Services at (209) 525-5237 or Stanvote@stancounty.com and provide name, phone and email address to RSVP for this workshop.</p>
<p style="text-align: center;">June 29 – July 13 (E-127 to E-113)</p>	<p>Municipal Notice of Election Publication For cities consolidating with this election, the city clerk shall publish the Notice of Election between these dates. This notice shall contain the date of the election, polling hours, any offices to be filled and / or measures to be voted on, the qualifications required for each office, location where declaration of candidacy forms will be available, where the forms are to be filed and the deadline for filing these forms. EC 12101, 12111</p>
<p style="text-align: center;">July 1 (E-125)</p>	<p>District Office Confirmation and Boundary Lines Form Districts consolidating with this election must complete and return the district confirmation of offices and boundary lines form by E-125. EC 10509</p>
<p style="text-align: center;">July 3 (E-123)</p>	<p>Specifications of the Election Order School boards to deliver this document to the county superintendent of schools and the county elections official. ED Code 5322</p>
<p style="text-align: center;">July 6 – August 5 (E-120 to E-90)</p>	<p>County Notice of Election Publication The county elections official shall publish a notice of election between these dates. The notice shall contain the date of the election, name of the offices for which candidates may file, state the qualifications required for each office, location where declaration of candidacy forms will be available, where the forms are to be filed and the deadline for filing these forms. EC 12112</p>
<p style="text-align: center;">July 12 (E-114)</p>	<p>Municipal Calling of Special Election to Fill Vacancy Last date for a city council to call a special election to fill a vacancy on the next regularly established election date, to be held not less than 114 days from the call of the election. If the election is not called by this date, the vacancy cannot go to election on this established election date. GC 36512 (b)</p>

<p>IMPORTANT NOTICE: Due to COVID-19 social distancing guidelines, candidate filing is by APPOINTMENT ONLY. Appointment scheduling begins on July 1 by calling 209-525-5201. Candidates are encouraged to call as early as possible to ensure candidacy nomination paperwork is completed prior to the filing deadline.</p> <p>Candidate Filing Period July 13 – August 7 (E-113 to E-88)</p>	<p>Candidate Nomination Period – ALL CANDIDATES All candidates, including incumbents, must file nomination documents with the appropriate elections official during this period. If applicable, a <u>nonrefundable filing fee</u> (money, signatures or a prorated combination of both) shall be paid at the time the candidate obtains nomination forms. EC 8040-8041, 8060-8070, 8100-8107, 8800-8811</p> <p>Optional Candidate Statement of Qualifications Submittal Deadline All candidates who choose to include a Candidate Statement of Qualifications in the Stanislaus County Voter Information Guide must submit their statement and pay the required deposit prior to the close of the nomination period. Once filed, statements may not be changed but may be withdrawn up until 5:00 p.m. of the next business day after the close of the nomination period. EC 13307-13308</p> <p>Form 700 Candidate Statement of Economic Interest Filing deadline for candidates who have not submitted a Form 700 within the previous 60 days. U.S. Senate, congressional and central committee candidates are exempt. GC 87100-87314</p>
<p>July 28 (E-98)</p>	<p>Ballot Designation Change Deadline Last day that a candidate can submit a written request to change the ballot designation as used in the primary election. EC 13107(e)</p>
<p>August 5 – November 3 (E-90 to E)</p>	<p>Late Contributions and Independent Expenditures of \$1,000 or More Within 24 hours of the transaction, FPPC Form 462, Form 496 or Form 497 must be filed with the appropriate filing officer. GC 82036, 82036.5, 84200.6</p>
<p>August 7 5:00 p.m. (E-88)</p>	<p>Close of Candidate Nomination Period Candidate nomination documents are due. Incumbents who wish to file as a candidate for their own office must file by this date. Last day to withdraw Declaration of Candidacy papers except when there is an extension to that office. Form 700 Statements of Economic Interest are due. EC 8020, 8022, GC 87200</p>
<p>August 8 – August 17 (E-87 to E-78)</p>	<p>10-day Public Examination Period for Statement of Qualifications Public examination period for offices that close during the nomination period. Any voter of the jurisdiction or the county elections official may file a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted. EC 13313</p>
<p>August 8 – August 12 (E-87 to E-83)</p>	<p>Candidate Nomination Extension Period – If Applicable For anyone other than the incumbent <u>if</u> the incumbent did not file by E-88. This provision does not apply if there is no eligible incumbent to be elected or if the incumbent has met a term limit. EC 8022, 8024, 8204, 10225, 10407, 10516, 10604</p>
<p>August 12 (E-83)</p>	<p>Unopposed Superior Court Judge Write-In Campaign Deadline Last day to file a petition indicating that a write-in campaign will be conducted against an unopposed incumbent superior court judicial candidate who has filed nomination petitions. The petition must be signed by at least 0.1% (at least 100 but no more than 600) qualified registered voters. Once the petition is complete, write-in candidates must file their write-in statement and nomination petitions between E-57 and E-14. EC 8203, 8600-8606</p>
<p>August 13 – August 22 (E-82 to E-73)</p>	<p>10-day Public Examination Period for Statement of Qualifications Public examination period for offices that close during an <u>extended</u> nomination period. Any voter of the jurisdiction or the county elections official may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted. The writ of mandate or injunction must be filed no later than the end of this period. EC 13313</p>
<p>August 13 11:00 a.m. (E-82)</p>	<p>Randomized Alphabet Drawing Conducted by the Secretary of State to determine candidate name order as it will appear on the ballot. The county elections official will also hold a drawing at 11:00 a.m. for multi-county legislative offices. EC 13112</p>

September 4 – September 19 (E-60 to E-45)	Military / Overseas Vote by Mail Ballots Mailing and processing period for military and overseas voters. EC 300, 3101-3206
September 7 – October 20 (E-57 to E-14)	Write-In Candidacy Statement of Write-In Candidacy must be filed with the county elections official to be a qualified write-in candidate for offices appearing on the ballot. Write-in candidates are not allowed for a voter nominated office at a general election. EC 8600-8606
September 24 – October 13 (E-40 to E-21)	County Voter Information Guide Mailed by the county elections official to each registered voter. EC 13303
September 24 – October 13 (E-40 to E-21)	State Voter Information Guide Mailed by the Secretary of State to each household in which voters were registered by E-60. EC 9094
October 5 – October 27 (E-29 to E-7)	Vote by Mail Ballots Mailing and processing period for vote by mail ballots. Ballots will be available at the county elections office. EC 3001
October 19 (E-15)	15-Day Close of Registration Last day to register for this election. Postmarks, DMV submissions and elections office delivery/drop off are acceptable.
October 20 – November 3 (E-14 to E)	Conditional Registration Period Eligible persons who missed the 15-day close of registration may appear in person at the county elections official's office, satellite office or election day poll and register to vote provisionally for this election. EC 2170
October 27 (E-7)	Last Day to Request Vote by Mail Ballot
October 28 – November 3 (E-6 to E)	Special 7-Day Ballots Available Available at the county elections official's office for those voters unable to vote at the polls on Election Day. EC 3021
November 3 (E)	ELECTION DAY Polls are open from 7:00 a.m. until 8:00 p.m. EC 1000, 14212
November 5 (E+2)	1% Manual Tally - Random Draw for Selection of Precincts Conducted at the county elections office. Precincts selected at random will be included in the 1% manual tally to verify accuracy of vote tabulation machines. EC 15360
November 5 – December 3 (E+2 to E+30)	Official Canvass of the Vote The official canvass of precinct returns shall commence and be completed during this time. The county elections official shall prepare a certified statement of the results and submit it to the governing bodies consolidated with this election. EC 15301, 15372
December 4	Elected and Appointed Special District Officials Will Take Office At noon on the first Friday in December following this election. EC 10554
December 11	Elected and Appointed School District Officials Will Take Office Governing board members of a school district or community college district take office on the second Friday of December. Ed Code 1007, 1009, 5017

Notwithstanding any other provision of law, whenever a date prescribed by law falls on a weekend or holiday, such act may be performed on the next business day. EC 15; GC 6700, 6701, 6707

This calendar is for general information only and does not have the force and effect of law, regulations or rule. In case of conflict, the law, regulation or rule will apply.



Offices Up for Election - November 3, 2020 Presidential General Election:

This list is subject to change

Municipal	Vote for	Office Title	
City of Ceres - Mayor	1	Mayor	<i>File with city clerk</i>
City of Ceres - Council Member - District 3	1	Council Member	<i>File with city clerk</i>
City of Ceres - Council Member - District 4	1	Council Member	<i>File with city clerk</i>
City of Ceres - Treasurer	1	Treasurer	<i>File with city clerk</i>
City of Hughson - Mayor	1	Mayor	<i>File with city clerk</i>
City of Hughson - Council Member	2	Council Member	<i>File with city clerk</i>
City of Modesto - Mayor	1	Mayor	<i>File with city clerk</i>
City of Modesto - Council Member - District 1	1	Council Member	<i>File with city clerk</i>
City of Modesto - Council Member - District 3	1	Council Member	<i>File with city clerk</i>
City of Modesto - Council Member - District 6	1	Council Member	<i>File with city clerk</i>
City of Newman - Mayor	1	Mayor	<i>File with city clerk</i>
City of Newman - Council Member	2	Council Member	<i>File with city clerk</i>
City of Newman - Treasurer	1	Treasurer	<i>File with city clerk</i>
City of Oakdale - Council Member	2	Council Member	<i>File with city clerk</i>
City of Oakdale - Treasurer	1	Treasurer	<i>File with city clerk</i>
City of Oakdale - City Clerk	1	City Clerk	<i>File with city clerk</i>
City of Patterson - Mayor	1	Mayor	<i>File with city clerk</i>
City of Patterson - Council Member - District A	1	Council Member	<i>File with city clerk</i>
City of Patterson - Council Member - District C	1	Council Member	<i>File with city clerk</i>
City of Riverbank - Mayor	1	Mayor	<i>File with city clerk</i>
City of Riverbank - Council Member - District 2	1	Council Member	<i>File with city clerk</i>
City of Riverbank - Council Member - District 4	1	Council Member	<i>File with city clerk</i>
City of Turlock - Council Member - District 2	1	Council Member	<i>File with city clerk</i>
City of Turlock - Council Member - District 4	1	Council Member	<i>File with city clerk</i>
City of Turlock - Treasurer	1	Treasurer	<i>File with city clerk</i>
City of Waterford - Mayor	1	Mayor	<i>File with city clerk</i>
City of Waterford - Council Member	2	Council Member	<i>File with city clerk</i>
School Districts	Vote for	Office Title	District Area Shared with
Stanislaus County Board of Education - Area 3	1	Board Member	
Stanislaus County Board of Education - Area 4	1	Board Member	
Chatom Union School District - Area 3	1	Board Member	
Chatom Union School District - Area 4	1	Board Member	
Denair Unified School District	3	Board Member	
Empire Union School District - Area 1	1	Board Member	
Empire Union School District - Area 2	1	Board Member	
Gratton School District	2	Board Member	
Hughson Unified School District - Area 1	1	Board Member	
Hughson Unified School District - Area 3	1	Board Member	

School Districts	Vote for	Office Title	District Area Shared with
Keyes Union School District - Area 1	1	Board Member	
Keyes Union School District - Area 4	1	Board Member	
Knights Ferry School District	2	Board Member	
Modesto City Schools District - Area 2	1	Board Member	<i>File with city clerk</i>
Modesto City Schools District - Area 4	1	Board Member	<i>File with city clerk</i>
Modesto City Schools District - Area 6	1	Board Member	<i>File with city clerk</i>
Newman-Crows Landing Unified School District - Area 1	1	Board Member	
Newman-Crows Landing Unified School District - Area 3	1	Board Member	
Newman-Crows Landing Unified School District - Area 4	1	Board Member	
Oakdale Joint Unified School District - Area 1 <i>Nominated by Division Elected At-Large</i>	1	Board Member	San Joaquin
Oakdale Joint Unified School District - Area 2 <i>Nominated by Division Elected At-Large</i>	1	Board Member	San Joaquin
Paradise Elementary School District	1	Board Member	
Patterson Joint Unified School District - Area 1	1	Board Member	
Patterson Joint Unified School District - Area 3	1	Board Member	
Patterson Joint Unified School District - Area 5	1	Board Member	
Patterson Joint Unified School District - Area 7	1	Board Member	
Riverbank Unified School District - Area 1	1	Board Member	
Riverbank Unified School District - Area 5	1	Board Member	
Roberts Ferry Union School District	2	Board Member	
Salida Union School District - Area 3	1	Board Member	
Salida Union School District - Area 4	1	Board Member	
Shiloh School District	1	Board Member	
Stanislaus Union School District - Area 2	1	Board Member	
Stanislaus Union School District - Area 4	1	Board Member	
Sylvan Union School District - Area 1	1	Board Member	
Sylvan Union School District - Area 4	1	Board Member	
Turlock Unified School District - Area 1	1	Board Member	
Turlock Unified School District - Area 3	1	Board Member	
Turlock Unified School District - Area 5	1	Board Member	
Turlock Unified School District - Area 7	1	Board Member	Merced
Valley Home Joint School District	3	Board Member	San Joaquin
Waterford Unified School District - Area 1	1	Board Member	
Waterford Unified School District - Area 4	1	Board Member	
Yosemite Community College District - Trustee Area 3	1	Trustee	Merced
Yosemite Community College District - Trustee Area 5	1	Trustee	San Joaquin
Yosemite Community College District - Trustee Area 6	1	Trustee	
Yosemite Community College District - Trustee Area 7	1	Trustee	
Special Districts	Vote for	Office Title	District Area Shared with
Crows Landing Community Services District	2	Director	
Denair Community Services District	3	Director	
Grayson Community Services District	3	Director	
Knights Ferry Community Services Dist - Full Term	2	Director	
Knights Ferry Community Services Dist - Short Term	1	Director	
Monterey Park Tract Community Services District	2	Director	
Riverdale Park Community Services District	3	Director	
Westley Community Services District	3	Director	

Special Districts	Vote for	Office Title	District Area Shared with
Burbank-Paradise Fire Protection Dist - Full Term	2	Director	
Burbank-Paradise Fire Protection Dist - Short Term	1	Director	
Ceres Fire Protection District	2	Director	
Salida Fire Protection District - Full Term	2	Director	
Salida Fire Protection District - Short Term	1	Director	
Westport Fire Protection District - Full Term	3	Director	
Westport Fire Protection District - Short Term	1	Director	
Modesto Irrigation District - Division 1	1	Director	
Modesto Irrigation District - Division 5	1	Director	
Oakdale Irrigation District - Division 1	1	Director	
Oakdale Irrigation District - Division 4	1	Director	
Patterson Irrigation District - Division 1	1	Director	
Patterson Irrigation District - Division 2	1	Director	
Patterson Irrigation District - Division 4	1	Director	
Turlock Irrigation District - Division 1	1	Director	
Turlock Irrigation District - Division 4	1	Director	
West Stanislaus Irrigation District - Division 2 <i>Nominated by Division Elected At-Large</i>	1	Director	
West Stanislaus Irrigation District - Division 3 (Short Term) <i>Nominated by Division Elected At-Large</i>	1	Director	
West Stanislaus Irrigation District - Division 5 <i>Nominated by Division Elected At-Large</i>	1	Director	
Del Puerto Health Care District - Full Term	2	Director	
Del Puerto Health Care District - Short Term	2	Director	
Oak Valley Hospital District	2	Director	
Westside Community Health Care District - Zone 1	1	Director	
Westside Community Health Care District - Zone 2 (Short Term)	1	Director	
Westside Community Health Care District - Zone 3	1	Director	Merced
Salida Sanitary District	3	Director	
Denair Municipal Advisory Council	2	Council Member	
Empire Municipal Advisory Council - Full Term	2	Council Member	
Empire Municipal Advisory Council - Short Term	3	Council Member	
Hickman Municipal Advisory Council - Full Term	3	Council Member	
Hickman Municipal Advisory Council - Short Term	1	Council Member	
Keyes Municipal Advisory Council	3	Council Member	
Knights Ferry Municipal Advisory Council	3	Council Member	
Salida Municipal Advisory Council - Full Term	2	Council Member	
Salida Municipal Advisory Council - Short Term	1	Council Member	
South Modesto Municipal Adv. Council	2	Council Member	
Valley Home Municipal Advisory Council - Full Term	2	Council Member	
Valley Home Municipal Advisory Council - Short Term	2	Council Member	
Wood Colony Municipal Advisory Council	2	Council Member	

THE NOMINATION PROCESS

8:00 A.M. JULY 13 – 5:00 P.M. AUGUST 7, 2020*

***EXTENDS TO 5:00 P.M. ON AUGUST 12 IF AN ELIGIBLE INCUMBENT DOES NOT FILE.**

During the initial appointment, the candidate's voter registration in the City of Oakdale will be verified with the Stanislaus County Registrar of Voters office. The candidate will also need to fill out the FPPC Form 501 Candidate Intention Statement. The Elections Official will affix her signature and imprint the date to the Nomination Paper at the time it is issued and will affix the name of the candidate and office sought on the Nomination Paper. The Nomination Paper must be signed by not less than 20, nor more than 30 registered voters of the City of Oakdale nominating the candidate for the office they are seeking and must be filed no later than August 7, 2020, unless deadline is extended.

STEP 1. CIRCULATE THE NOMINATION PAPERS

The Nomination Paper Circulator:

- May only circulate between the specified dates.
- Only one person may circulate the petition; this may be the candidate or an appointed circulator. EC §10220
- Each person who circulates a Nomination Paper for a candidate must be 18 years of age or older. EC §102
- All signatures must be obtained and witnessed by the same circulator.
- The circulator must complete by hand, and sign the affidavit on the reverse side of the petition form and return the petition to the candidate or person designated by the candidate. EC §102

Who Can Sign the Nomination Paper?

- All signers of nomination papers must be registered voters of the City of Oakdale.
- You, your spouse and adult children may sign provided they are registered voters of the City of Oakdale.
- No signer may sign more than one Nomination Paper per vacancy on the City Council and in the event a voter does so, their signature shall count only on that first nomination paper filed with the City's Election Official. EC §10220.
- Minimum of 20; maximum of 30 signatures.

It is advisable that you obtain the maximum number (30) to allow for a cushion in the event some of the signatures are invalid. To ensure you have the required number of valid signatures on your nomination paper, we recommend that you check the Index of Registered Voters available at the Stanislaus County Registrar of Voters. The City Clerk's Office will verify with the Registrar of Voters (ROV) that all signatures are valid, registered voters of the City of Oakdale. The ROV will mark "not sufficient" at any signature that does not appear valid and shall cease to verify signatures once the minimum requisite number of signatures (20) has been verified.

The nomination paper is filed with the City Clerk. If the nomination paper is determined to be insufficient or the candidate fails to obtain the correct number of valid signatures on his or her nomination paper, the elections official shall retain the original nomination paper, provide a copy of the nomination paper to the candidate with an indication on of which signatures are valid, and issue one supplemental petition to the candidate

on which the candidate may collect additional signatures. No defect in any nomination document presented shall prevent the filing of another nomination document within the period allowed for presenting nomination papers. The supplemental petition shall be filed not later than the last day for filing for that office. EC §10221(b)

STEP 2. CIRCULATOR TO EXECUTE AFFIDAVIT OF CIRCULATOR

The circulator must complete the Affidavit of Circulator after the Nomination Paper is circulated signing their name as it appears on the voter registration. Whoever circulates the Nomination Paper must sign the affidavit that he/she personally witnessed all the signatures on the paper and knows that they are the signatures of the persons whose name they purport to be.

STEP 3. DECLARATION OF CANDIDACY, AFFIDAVIT OF NOMINEE AND OATH OF OFFICE

The Affidavit of Nominee and Oath of Office will be completed in the presence of the City Election Official at the time nomination documents are filed. The affidavit includes the name of the nominee, the office sought, the candidate's name and ballot designation (occupation)* as it will appear on the official ballot and in the voter pamphlet, residence address, and the oath of office. The oath will be administered by the City's Election Official and signed by the candidate in front of the Election Official at the time the filing is complete.

**Refer to Step 7 for determining a valid Ballot Designation.*

STEP 4. CANDIDATE'S FILING FEE - \$25

City Council Resolution 2011-138 in accordance with subsection (b) of California Government Code 10228 sets the candidate filing fee at \$25.00. The filing fee is payable (by cash or check) to the City of Oakdale when the Nomination Paper is filed with the City Clerk's Office.

STEP 5. FILE CANDIDATE'S STATEMENT OF QUALIFICATIONS & DECLARATION, INCLUDING DEPOSIT - \$1,000 (optional)

Basics regarding the Candidate's Statement of Qualifications:

- The Candidate's Statement of Qualifications is optional.
- Will be printed in the voter pamphlet in both English and Spanish.
- **200 word limit.**
- Estimated cost - **\$1,000.00**
- Form must be typed (printed hard copy) and provided in an editable electronic format (MS Word file) and submitted on a cd, usb thumb drive, or via email to ichristel@ci.oakdale.ca.us.
- Refer to "Candidate's Statement of Qualifications" section for detailed information on "word count standards" and the requirements.
- **Must** be filed at the same time the Nomination Paper is filed. EC §13307 (a) (2)
- Once a statement is withdrawn, it cannot be filed again.

It is recommended that candidates email a draft Candidate's Statement to the City Clerk's Office for word count prior to filing the statement.

STEP 6. FILL OUT STATEMENT OF ECONOMIC INTEREST, FORM 700

Form 700 is available from the FPPC website: www.fppc.ca.gov and is provided in hard copy and electronically with this handbook (see flash drive under FPPC Forms & Information).

Basics regarding the Statement of Economic Interest, Form 700:

- Must be filed at the time the Nomination Paper is filed.
- Original is maintained by FPPC, with copy held in the Oakdale City Clerk's Office.
- Form 700s are public records.

STEP 7. FILL OUT AND SIGN CANDIDATE BALLOT DESIGNATION WORKSHEET/FORM

Basics regarding Ballot Designations:

- Must be filed at the time the Nomination Paper is filed.
- It designates either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. EC §13107, 13107.5
- Maximum total of **three** words, separated by a “/”.
- There are strict rules on what can and cannot be used – review the regulations included in the Ballot Designation Worksheet.
- No title or degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name, in the case of any election to any office. EC §13106

If a candidate changes his or her name within one year of any election, the new name shall not appear upon the ballot unless the change was made by either of the following:

- Marriage.
- Decree of any court of competent jurisdiction. EC §13104

STEP 8. FILL OUT CODE OF FAIR CAMPAIGN PRACTICES (optional)

Every candidate for public office is encouraged to follow basic principles of decency, honesty, and fair play in conducting campaigns. Completion of the form is voluntary.

STEP 9. FILL OUT CANDIDATE MEDIA RELEASE AND CONTACT INFORMATION FORM

The Candidate's Media Release and Contact Information Form contains information on the candidate that will be made available to the public, newspapers, and other media in response to inquiries about you. The candidate will authorize what information shall be released, including personal or business phone numbers, address, e-mail address, etc.

The City of Oakdale has a webpage dedicated to the election, including a page with information on City Council candidates. Council candidates may opt to include a

photograph as a means of introducing themselves to the community. The Media Release form grants the City of Oakdale the right to use the photograph image on the webpage. Use of a photograph is optional and you can choose not to participate. In this case, the words, "No picture available" will appear under or next to your name.

STEP 10. FILE EVERYTHING WITH THE CITY'S ELECTION OFFICIAL AS SOON AS POSSIBLE.

It is strongly recommended to file all the required paperwork early in case there are any problems; this way, the problems can be corrected prior to the final filing deadline.

Deadline for Filing or Withdrawing

Filing Nomination Papers - August 7, 2020 by 5:00 p.m.

***EXTENDS TO 5:00 P.M. ON AUGUST 12 IF AN ELIGIBLE INCUMBENT DOES NOT FILE.**

Nomination Papers must be filed in accordance with the provisions of the California Elections Code. Papers received after the close of business on the specified day will not be accepted.

Candidates must personally file their papers.

Since there are a number of instructions to review and documents to complete, candidates will need to make an appointment with the City's Election Official to file paperwork. Paperwork will be filed at the City of Oakdale City Clerk's Office at 280 North 3rd Avenue, Oakdale. Please allow a minimum of 45 minutes to 1 hour to file nomination papers.

Contact: Julie Christel, 209-845-3573 or jchristel@ci.oakdale.ca.us to schedule an appointment.

Withdrawal of Candidate – August 7, 2020 by 5:00 p.m.*

No candidate shall withdraw his or her declaration of candidacy after 5 p.m. on the 88th day (August 7, 2020) prior to the election. EC §10224

In the case of an extension, no candidate may withdraw after 5 p.m. on the 83rd day (August 12, 2020) prior to the election.

Placement of Candidate Names on Ballot – Random Alphabet Draw

August 13, 2020

The placement of names on the ballot will be determined by a random alphabet draw which is held by the Secretary of State and the Stanislaus County Registrar of Voters on August 13, 2020. EC §13112

This alphabet applies throughout the candidate's name, last name first, followed, if necessary, by first name, then middle name.

BALLOT DESIGNATION

Selecting Your Name and Designation for Ballot

Name as it Will Appear on the Ballot and Ballot Designation

The candidate's name will appear on the ballot as provided on the Declaration of Candidacy (last page of the nomination paper). The Declaration of Candidacy is signed and submitted once all signatures have been secured on the nomination paper, and **cannot** be changed after the nomination paper has been submitted to the City Clerk.

No title or degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name, in the case of any election to any office. EC 13106

If a candidate changes his or her name within one year of any election, the new name shall not appear upon the ballot unless the change was made by either of the following:

- (a) Marriage.
- (b) Decree of any court of competent jurisdiction. EC 13104

The ballot designation is the word or group of not more than three (3) words that will appear on the ballot under the candidate's name. It designates either **the current principal professions, vocations, or occupations** of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. EC 13107, 13107.5

Please see the Secretary of State Ballot Designation Regulations on the following page for detailed requirements in selecting your Ballot Designation.

Placement of Candidate Names on the Ballot - Random Alphabetical Draw

The placement of names on the ballot will be determined by a random alphabet draw which is held by the Secretary of State and the Stanislaus County Registrar of Voters on August 13, 2020. If more than one candidate has the same first letter of their last name, this draw applies throughout the name. EC 13112

**SECRETARY OF STATE
BALLOT DESIGNATION REGULATIONS**

Chapter 7. Ballot Designations

§ 20710. General Provisions.

(a) The regulatory purpose of this Chapter is to ensure the accurate designation of the candidate upon the ballot in order that an informed electorate may intelligently elect one of the candidates.

(b) The Secretary of State shall, at all times, apply and interpret the provisions of Elections Code § 13107 and the regulations included in this Chapter in a manner consistent with the regulatory purpose of this Chapter.

(c) Candidates are not required to use a ballot designation pursuant to Elections Code § 13107, subdivision (a), and may opt to leave the space for such a designation on the ballot blank. In order to notify the elections official as to whether he or she will use a ballot designation or will opt to leave the ballot designation space blank, the candidate must initial the appropriate box on the Declaration of Candidacy or otherwise so indicate on the Declaration of Candidacy.

(d) Pursuant to Elections Code § 13107, subdivision (a), a candidate may submit a proposed ballot designation pursuant to any one of the four provisions specified in Elections Code § 13107, subdivision (a), subparts (1) through (4), applicable to that candidate. The candidate shall be free to select from which of the applicable four subparts he or she is submitting his or her proposed ballot designation.

(e) The regulations set forth in this Chapter shall apply only to elections held for offices for which elections returns are certified by the Secretary of State of the State of California.

(f) Whenever, the word “should” is used in this Chapter, it is recommended, not mandatory.

Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

§ 20711. Ballot Designation Worksheet.

(a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code § 13107, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.

(b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.

(c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

(1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;

(2) A designation of the office for which the candidate is seeking election;

(3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;

(4) The proposed ballot designation submitted by the candidate;

(5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;

(6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:

(A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;

(B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;

(C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate shall indicate:

(i) The title of the position or positions which he or she claims supports the proposed ballot designation;

(ii) The dates during which the candidate held such position;

(iii) A description of the work he or she performs in the position;

(iv) The name of the candidate's business or employer;

(v) The name and telephone number of a person or persons who could verify such information; and

(vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).

(D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.

(d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.

(e) If a candidate requests a change of his or her ballot designation pursuant to Elections Code § 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.

Note: Authority cited: Section 12172.5, Government Code.

Reference: Sections 13107, 13107.3, Elections Code.

§ 20712. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(1).

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1), shall be subject to the following provisions:

(a) In the case of candidates holding elective city, county, district, state, or federal office, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.

(b) In the case of judicial officers, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1).

(d) Proposed ballot designations indicating a position of legislative leadership or leadership in another elected body, such as "Majority Leader of the California Senate," "Minority Leader of the California State Assembly," "Speaker of the California State Assembly," "President Pro Tempore of the California State Senate," "City of Orange Mayor Pro Tem," and the like, are not elective offices described in Elections Code § 13107, subdivision (a)(1). Such ballot designations are improper, pursuant to Elections Code § 13107, subdivision (a)(1). They may, however, subject to the three-word limit, be considered under the provisions of § 13107(a)(3). Examples of acceptable ballot designations under this section include, but are not limited to, "Assembly Minority Leader," "California Assembly Speaker," and "Mayor Pro Tem."

(e) Proposed ballot designations indicating that the candidate is a member of the state or county central committee of a political party, or an officer of a state or county central committee of a political party, are improper, as such positions do not constitute elective county or state offices as specified in Elections Code § 13107, subdivision (a)(1).

Note: Authority cited: Section 12172.5, Government Code.
Reference: Section 13107, Elections Code.

§ 20713. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(2).

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), shall be subject to the following provisions:

(a) A proposed ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(2), is limited "incumbent," as that term is defined in Elections Code § 13107, subdivision (a)(2).

(b) The term "incumbent" must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjectives or modifiers, and must stand alone. A candidate qualified to use this designation pursuant to Elections Code § 13107, subdivision (a)(2), shall be entitled to use the ballot designation "Incumbent."

(c) The word "incumbent" is strictly limited for use in ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), and may not be used as an adjective in any other ballot designation.

Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

§ 20714. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(3).

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(3), shall be subject to the following provisions:

(a) The terms "profession," "vocation," or "occupation," as those terms are used in Elections Code § 13107, subdivision (a)(3), are defined as follows:

(1) "Profession" means a field of employment requiring special education or skill and requiring knowledge of a particular discipline. The labor and skill involved in a profession is predominantly mental or intellectual, rather than physical or manual. Recognized professions generally include, but are not limited to, law, medicine, education, engineering, accountancy, and journalism. Examples of an acceptable designation of a "profession," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "attorney," "physician," "accountant," "architect," and "teacher."

(2) "Vocation" means a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his or her livelihood and spends a major portion of his or her time. As defined, vocations may include, but are not limited to, religious ministry, child rearing, homemaking, elderly and dependent care, and engaging in trades such as carpentry, cabinetmaking, plumbing, and the like. Examples of an acceptable designation of a "vocation," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "minister," "priest," "mother," "father," "homemaker," "dependent care provider," "carpenter," "plumber," "electrician," and "cabinetmaker."

(3) "Occupation" means the employment in which one regularly engages or follows as the means of making a livelihood. Examples of an acceptable designation of an "occupation," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "rancher," "restaurateur," "retail salesperson," "manual laborer," "construction worker," "computer manufacturing executive," "military pilot," "secretary," and "police officer."

(b) "Principal," as that term is used in Elections Code § 13107, subdivision (a)(3), means a substantial involvement of time and effort such that the activity is one of the primary, main or leading professional, vocational or occupational endeavors of the candidate. The term "principal" precludes any activity which does not entail a significant involvement on the part of the candidate. Involvement which is only nominal, pro forma, or titular in character does not meet the requirements of the statute.

(1) If a candidate is licensed by the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it one of his or her "principal" professions, vocations or occupations if (i) the candidate has maintained his or her license current as of the date he or she filed his or nomination documents by complying with all applicable requirements of the respective licensure, including the payment of all applicable

license fees and (ii) the status of the candidate's license is active at the time he or she filed his or her nomination documents.

(2) A candidate who holds a professional, vocational or occupational license issued by the State of California may not claim such profession, vocation or occupation as one of his or her "principal" professions, vocations or occupations if (i) the candidate's licensure status is "inactive" at the time the candidate files his or her nomination document, or (ii) the candidate's license has been suspended or revoked by the agency issuing the license at the time the candidate files his or her nomination documents.

(c) In order for a ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(3), to be deemed acceptable by the Secretary of State, it must accurately state the candidate's principal professions, vocations or occupations, as those terms are defined in subdivisions (a) and (b) herein. Each proposed principal profession, vocation or occupation submitted by the candidate must be factually accurate, descriptive of the candidate's principal profession, vocation or occupation, must be neither confusing nor misleading, and must be in full and complete compliance with Elections Code § 13107 and the regulations in this Chapter.

(d) If the candidate is engaged in a profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate's proposed ballot designation is entitled to consist of the candidate's current principal professions, vocations and occupations. In the event the candidate does not have a current principal profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate may use a ballot designation consisting of his or her principal professions, vocations or occupations, which the candidate was principally engaged in during the calendar year immediately preceding the filing of the candidate's nomination papers.

(e) A candidate may engage in multiple principal professions, vocations or occupations. Accordingly, the candidate may designate multiple principal professions, vocations or occupations. If a candidate proposes a ballot designation including multiple principal professions, vocations or occupations, the proposed ballot designation must comply with the following provisions:

(1) The proposed ballot designation must comply with the three-word limitation specified in Elections Code § 13107, subdivision (a)(3), and as implemented pursuant to subdivision (f) herein.

(2) Each such proposed profession, vocation or occupation shall be separately considered by the Secretary of State and must independently qualify as a "principal" profession, vocation or occupation, as that term is defined pursuant to subdivision (b) herein.

(3) When multiple professions, vocations or occupations are proposed as a ballot designation, they shall be separated by a slash ("/"). An example of an acceptable designation would be "Legislator/Rancher/Physician."

(f) Pursuant to Elections Code § 13107, subdivision (a)(3), the candidate's ballot designation shall be limited to not more than three (3) words. The following rules shall govern the application of the three-word limitation:

(1) The proposed ballot designation shall be grammatically correct, generic, and all words must be spelled correctly.

(2) Punctuation shall be limited to the use of a comma (e.g., District Attorney, Los Angeles County) and a slash (e.g., Legislator/Rancher/Physician), pursuant to subdivision (e) of this section. A hyphen may be used if, and only if, the use of a hyphen is called for in the spelling of a word as it appears in a standard reference dictionary of the English language, which was published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted.

(3) All California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. The names of special districts and political subdivisions are not "geographical names," as that term is used in Elections Code § 13107, subdivision (a)(3). If the candidate desires, the geographical name may be used in the form of "City of . . . ," "County of . . . ," or "City and County of . . ." Examples of geographical names considered to be one word include Tehama County, Los Angeles County and County of Sacramento. Examples of designations containing a special district or political subdivision that are not geographical names include "Butte County Rural Fire District Captain," "Huntington Beach Unified School District President," and "South Bay Irrigation District Director."

(4) An acronym shall be counted as one word.

(g) A candidate who chooses to include the name of his or her elective office with another profession, vocation, or occupation may do so pursuant to Elections Code section 13107(a)(3), but that ballot designation shall be limited to no more than three words. Examples of acceptable designations under this section include "State Senator/Rancher," "California Assemblywoman/Attorney," "County Supervisor/Teacher," and "State Controller/Businessman." Examples of unacceptable designations under this section include "Assemblyman, 57th District/Educator," "California State Senator/Architect," "Placer County Supervisor/Business Owner," and "Member, Board of Equalization/Banker."

Note: Authority cited: Section 12172.5, Government Code.
Reference: Sections 9, 13107, Elections Code.

§ 20714.5. “Community Volunteer.”

(a) “Community Volunteer” means a person who engages in an activity or performs a service for or on behalf of, without profiting monetarily, one or more of the following:

(1) A charitable, educational, or religious organization as defined by the United States Internal Revenue Code section 501(c)(3);

(2) A governmental agency; or

(3) An educational institution.

(b) The activity or service must constitute substantial involvement of the candidate’s time and effort such that the activity or service is the sole, primary, main or leading professional, vocational or occupational endeavor of the candidate within the meaning of subdivisions (a) and (b) of section 20714 of this Chapter.

Note: Authority cited: Section 12172.5, Government Code; Section 13107.5(b), Elections Code.

Reference: Sections 13107 and 13107.5, Elections Code; Section 501(c)(3), United States Internal Revenue Code.

§ 20715. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(4).

(a) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the phrase “appointed incumbent” if the candidate holds an office, other than a judicial office, by virtue of appointment, and the candidate is a candidate for election to the same office. The candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.”

(b) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the word “appointed” in conjunction with the elective office, if the candidate is a candidate for election to the same office or to some other office. The candidate may not use any words designating the office unmodified by the word “appointed.”

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(4).

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20716. Unacceptable Ballot Designations.

(a) The Secretary of State shall reject as unacceptable any proposed ballot designation which fails to comply with Elections Code § 13107, subdivision (a); is prohibited pursuant to Elections Code § 13107, subdivision (b); is misleading; or is otherwise improper pursuant to the regulations set forth in this Chapter.

(b) The following types of activities are distinguished from professions, vocations and occupations and are not acceptable as ballot designations pursuant to Elections Code § 13107, subdivision (a)(3):

(1) Avocations: An avocation is a casual or occasional activity, diversion or hobby pursued principally for enjoyment and in addition to the candidate's principal profession, vocation or occupation. Avocations may include, but are not limited to, hobbies, social activities, volunteer work (except as set forth in Section 20714.5 of this Chapter), and matters pursued as an amateur.

(2) Pro Forma Professions, Vocations and Occupations: Pro forma professions, vocations or occupations are positions held by the candidate which consume little or none of the candidate's time and which, by their nature, are voluntary or for which the candidate is not compensated, except as set forth in Section 20714.5 of this Chapter. Pro forma professions, vocations and occupations may include, but are not limited to, such pursuits as honorary peace officer, honorary chairperson, honorary professor, goodwill ambassador, official host or hostess and the like.

(3) Statuses: A status is a state, condition, social position or legal relation of the candidate to another person, persons or the community as a whole. A status is generic in nature and generally fails to identify with any particular specificity the manner by which the candidate earns his or her livelihood or spends the substantial majority of his or her time. Examples of a status include, but are not limited to, veteran, proponent, reformer, scholar, founder, philosopher, philanthropist, activist, patriot, taxpayer, concerned citizen, husband, wife, and the like.

(c) Pursuant to Elections Code § 13107, subdivision (b)(1), the Secretary of State shall reject as unacceptable any proposed ballot designation which would mislead voters. In making this determination, the Secretary of State shall determine whether there is a substantial likelihood that a reasonably prudent voter would be misled as to the candidate's principal profession, vocation or occupation by the candidate's proposed ballot designation. The determination shall take into account the plain meaning of the words constituting the proposed ballot designation and the factual accuracy of the proposed ballot designation based upon supporting documents or other evidence submitted by the candidate in support of the proposed ballot designation, pursuant to §§ 20711 and 20717 of this Chapter.

(d) A ballot designation may not comprise or include commercial identification information, such as a trademark, service mark, trade name, or the specific name of a business, partnership, corporation, company, foundation, or organization. Examples of an improper use of commercial identification information include, but are not limited to, "Acme Company President," "Universal Widget Inventor," "Director, Smith Foundation," "UCLA Professor," and the like.

(e) Pursuant to Elections Code § 13107, subdivision (b)(2), the Secretary of State shall reject as unacceptable any proposed ballot designation which would suggest an evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or character. Any laudatory or derogatory adjectives which would suggest an evaluation of the candidate's qualifications shall not be permitted. Such impermissible adjectives include, but are not limited to, "senior," "emeritus," "specialist," "magnate," "outstanding," "leading," "expert," "virtuous," "eminent," "best," "exalted," "prominent," "famous," "respected," "honored," "honest," "dishonest," "corrupt," "lazy," and the like.

(f) Pursuant to Elections Code § 13107, subdivision (b)(3), the Secretary of State shall reject as unacceptable any proposed ballot designation which abbreviates the word "retired" or places it following any word or words which it modifies. Examples of impermissible designations include "Ret. Army General," "Major USAF, Retired" and "City Attorney, Retired."

(g) Pursuant to Elections Code § 13107, subdivision (b)(4), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or prefix to indicate a prior profession, vocation, occupation or elected, appointed or judicial office previously held by the candidate. Such impermissible words or prefixes include, but are not limited to, "Ex-," "former," "past," and "erstwhile." Examples of impermissible designations include "Former Congressman," "Ex-Senator," and "Former Educator."

(h)(1) Subject to the provisions of Elections Code § 13107, subdivision (b)(4), use of the word "retired" in a ballot designation is generally limited for use by individuals who have permanently given up their chosen principal profession, vocation or occupation.

(2) In evaluating a proposed ballot designation including the word "retired," the Secretary of State will consider the following factors in making a determination as to the propriety of the use of the term "retired":

(A) Prior to retiring from his or her principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than 5 years;

(B) The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension;

(C) The candidate has reached at least the age of 55 years;

(D) The candidate voluntarily left his or her last professional, vocational or occupational position; and,

(E) The candidate's retirement benefits are providing him or her with a principal source of income.

(3) If a candidate is requesting a ballot designation that he or she is a retired public official, the candidate must have previously voluntarily retired from public office, not have been involuntarily removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office. If such a candidate did not voluntarily retire from public office, he or she may not use the word "retired" in his or her ballot designation.

(4) A candidate may not use the word "retired" in his or her ballot designation if that candidate possesses another more recent, intervening principal profession, vocation, or occupation.

(i) Pursuant to Elections Code § 13107, subdivision (b)(5), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses the name of any political party, whether or not it has qualified for recognized ballot status.

(j) Pursuant to Elections Code § 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or words referring to a racial, religious, or ethnic group.

(1) The Secretary of State shall reject as unacceptable any ballot designation which expressly contains or implies any ethnic or racial slurs or ethnically or racially derogatory language.

(2) If the candidate is a member of the clergy, the candidate may not make reference to his or her specific denomination. However, the candidate may use his or her clerical title as a ballot designation (e.g., "Rabbi," "Pastor," "Minister," "Priest," "Bishop," "Deacon," "Monk," "Nun," "Imam," etc.)

(k) Pursuant to Elections Code § 13107, subdivision (b)(7), the Secretary of State shall reject as unacceptable any proposed ballot designation which refers to any activity prohibited by law. Unlawful activity includes any activities, conduct, professions, vocations, or occupations prohibited by state or federal law.

Note: Authority cited: Section 12172.5, Government Code.
Reference: Section 13107, Elections Code.

§ 20717. Requests for Supporting Documentation.

In addition to the Ballot Designation Worksheet required to be filed with the Secretary of State pursuant to Elections Code § 13107.3 and § 20711 of this Chapter, the Secretary of State may request that a candidate submit additional supporting documentation or other evidence to support the proposed ballot designation.

(a) Time is of the essence regarding all matters pertaining to the review of proposed ballot designations submitted by candidates for public office. Failure to promptly submit requested supporting materials will preclude consideration of such materials in and the rendering of a final decision on the candidate's proposed ballot designation.

(b) The Secretary of State will communicate, whenever possible, with the candidate in the most expeditious manner, including, but not limited to, telephone, facsimile transmission and electronic mail at the number or address provided by the candidate. When the candidate does not have reasonable access to a facsimile machine or electronic mail, the Secretary of State will transmit written communication to the candidate by means of overnight express delivery to the address provided by the candidate.

(c) The candidate shall have the burden of establishing that the proposed ballot designation that he or she has submitted is accurate and complies with all provisions of Elections Code § 13107 and this Chapter.

Note: Authority cited: Section 12172.5, Government Code.

Reference: Sections 13107, 13107.3, Elections Code.

§ 20718. Communication of Decisions Regarding Ballot Designations.

(a) If a candidate's proposed ballot designation has been rejected, an official copy of the decision of the Secretary of State will be made in writing and transmitted directly to the candidate by registered or certified mail, return receipt requested, to the address provided by the candidate. The Secretary of State shall also provide a copy to the elections official in the candidate's county of residence and to the elections official of each county within the political subdivision. Copies may also be made available to all other candidates in the race.

(b) At the request of the candidate, the Secretary of State will transmit a copy of the decision of the Secretary of State regarding the candidate's proposed ballot designation by facsimile transmission or e-mail to the facsimile number or e-mail address listed on the candidate's Ballot Designation Worksheet.

(c) All written decisions of the Secretary of State regarding ballot designations are public records and are available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, 1500 11th Street, Fifth Floor, Sacramento, California 95814.

Note: Authority cited: Section 12172.5, Government Code.
Reference: Section 13107, Elections Code.

§ 20719. Service of Legal Process Regarding Ballot Designations.

(a) In the event a candidate or other interested party files a petition for the issuance of an extraordinary writ with the court or other legal action pertaining to a candidate's ballot designation, the summons and any other legal process should be served upon the Chief Counsel to the Secretary of State, 1500 11th Street, Sixth Floor, Sacramento, California 95814. The Chief Counsel may designate a Deputy Secretary of State to accept service of process on behalf of the Secretary of State.

(b) Telephone notice pertaining to any ex parte applications filed with the court by any candidate or other interested party should be directed to the attention of the Chief Counsel to the Secretary of State at (916) 653-7244. Counsel for all parties to such ex parte matters are admonished that waivers of the Secretary of State's right to timely notice and the right to personally appear at the ex parte hearing will be granted in writing and only in limited instances.

(c) The Secretary of State shall provide a copy of any legal actions in subdivision (a) or (b) above to the elections official in the county of the candidate's residence and any other county in the district.

(d) The Secretary of State shall be named as a respondent in any legal action pertaining to a ballot designation for a candidate described in Elections Code § 15375, except for a candidate for judge of the superior court.

Note: Authority cited: Section 12172.5, Government Code.
Reference: Sections 13107, 13314, Elections Code.

CANDIDATE'S STATEMENT OF QUALIFICATIONS

(EC §13307-13317, 18350, 18351)

A statement by the candidate describing his or her education and qualifications is optional and can be printed in the voter information pamphlet section of the County Voter Information Guide. The candidate statement and full deposit must be submitted at the same time and must be received by the Registrar of Voters office prior to the close of the nomination filing period. The candidate's statement is designed to acquaint voters with a candidate's qualifications for the office he/she is seeking.

Candidates for local nonpartisan elective office may file a statement of no more than **200 words**. Candidates for State Senate and State Assembly who have accepted voluntary spending limits and candidates for U.S. representative may file a statement of no more than 250 words.

Pursuant to EC §13308, a candidate statement shall be limited to a recitation of the candidate's own personal background and qualifications and shall not in any way make reference to other candidates, their qualifications, character or activities.

Statements should not contain any demonstrably false, slanderous or libelous statements. The candidate is responsible for the content of the statement submitted for inclusion in the County Voter Information Guide. It is a misdemeanor for a candidate to knowingly make a false statement of a material fact in a candidate statement with intent to mislead voters in connection with his or her campaign for election to a nonpartisan office.

Stanislaus County candidate statements are required by U.S. Code Title 42, Chapter 20, Subchapter I-B to be in the English and Spanish languages.

Time Period for Filing: The optional Candidate Statement of Qualifications is filed during the candidate nomination period.

Contents: The statement may contain the name, age and occupation of the candidate and a brief description of the candidate's education and qualifications expressed by the candidate. The spacing for the statement is to be uniform and conform to the approved guidelines. Statements not in compliance will not be accepted.

Candidate's will need to submit an electronic version of their Candidate Statement in Word document form either by email to jchristel@ci.oakdale.ca.us or usb thumb drive in addition to submitting a printed copy of the statement. In case of discrepancies between the printed and electronic version of the statement, the printed version will stand.

Restrictions: Candidate statements are limited to the candidate's own personal background and qualifications and shall not in any way make reference to other candidates. The elections official shall not print or circulate any statement that the elections official determines does not meet this restriction. (EC §13307.5, 13308) Candidate statements for local nonpartisan office shall

not include the political party affiliation of the candidate nor membership or activity in partisan political organizations. Candidate photographs are not permitted. (EC §13307(a)(1))

Withdrawal: The statement may be withdrawn **but not changed** during the period for filing Nomination Petitions and until 5:00 p.m. of the next business day after the close of the nomination period. Any request for withdrawal of a candidate's statement must be in writing and signed by the candidate. (EC §13307(a)(3))

Endorsements: If your statement contains endorsements you must file written authorization with your statement from the person(s) giving you the endorsement. Letters must be signed and dated.

Permission: If you use someone else's name or the name of a business in your statement, you **must file written authorization from the person or business stating that you have their permission to use their name in this manner.** Letters must be signed and dated.

Confidentiality of Statements: Notwithstanding any other provisions of law, candidates' statements filed pursuant to EC §13307 shall remain confidential until the close of the nomination period for the office sought. (EC §13311)

Public Examination: During the 10-calendar day period commencing the day after the close of the nomination period, anyone may examine a candidate's statement and may purchase copies. During this period any voter of the jurisdiction in which the election is being held or the county elections official may seek a writ of mandate or an injunction requiring any or all of the material in a candidate's statement to be amended or deleted. (EC §13313-13314)

Cost: The cost to print each Candidate Statement is estimated to be \$1,000.00 and candidates are required to pre-pay the full cost at the time of filing their statement. Checks can be made payable to "City of Oakdale." Candidates who have filed a candidate statement will receive a full refund if that race does not appear on the ballot due to insufficient filings. If actual costs are less than the pre-paid estimated costs, candidates will receive a refund. If the actual costs are more than the estimated costs, the ROV will bill the City for the additional charges who will subsequently bill the nominee.

It is recommended that a candidate not wait until the last minute to draft and submit a candidate statement! Check the statement carefully for errors in spelling, punctuation and grammar. Neither the candidate nor the elections official can make any corrections to a statement once the candidate statement is filed.

Preparation of the Candidate's Statement Formatting Guidelines (EC §13307)

In order to ensure uniformity of all candidate statements, all candidates must prepare their statements using the following guidelines:

- The statement must contain no more than 200 words (*unless otherwise stated*). See “*How to Count Words*” in the following pages.
- **Statements must be electronically submitted on a usb thumb drive or via e-mail** which will be printed in the City Clerk’s office and attached to the *Candidate Statement of Qualifications* form. Candidate statements will then be submitted via **e-mail to stanvote@stancounty.com** for processing.
- Format all text *flush left* – no indentations allowed.
- Must fit within the allotted ¼ page space.
- The statement should be in Word format in Arial 10.
- Only solid round bullets are allowed and must be flush left.
- The statement must be written in the first person.
- The following standard header format of the statement will include the district office, candidate name, age (optional) and occupation. This standard header will appear above all candidate statements and is not counted as part of the word limit:

STATEMENT OF CANDIDATE FOR CONSOLIDATED UNION SCHOOL DISTRICT – AREA 4	
Fred Businessman	Age: 38
Occupation: Health Facility Director	
Education and Qualifications: <i>(Your 200-word statement starts here)</i>	

Do not use any of the following:

- | | | |
|-----------------------|-------------------|------------------------|
| • Italics | • Bold type | • Tables |
| • Indents | • Underlines | • Multiple punctuation |
| • All capital letters | • Quotation marks | • Unusual spacing |

The format of your statement may need to be changed by the Registrar of Voters office to conform to these formatting guidelines for inclusion in the County Voter Information Guide.

CANDIDATE STATEMENT EXAMPLES – Fictitious Examples

<u>ACCEPTABLE</u>	<u>NOT ACCEPTABLE</u>
<p>STATEMENT OF CANDIDATE FOR CONSOLIDATED UNION SCHOOL DISTRICT – AREA 4</p> <p>Joseph W. Candidate Occupation: Businessman</p> <p>Education and Qualifications: I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our lovely little community the best that it can possibly be.</p> <p>If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us.</p> <p>I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs. A vote for me is a vote for change!</p> <p>Contact me at: <ul style="list-style-type: none"> • 209-555-5555 • jcandidate@email.com • www.joecandidate.com </p>	<p>STATEMENT OF CANDIDATE FOR CONSOLIDATED UNION SCHOOL DISTRICT – AREA 4</p> <p>Joseph W. Candidate Occupation: Businessman</p> <p>Education and Qualifications: I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our lovely little community the best that it can possibly be.</p> <p>If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us.</p> <p><i>Unlike my opponent...</i> I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs. A vote for Joseph W. Candidate is a vote for change!!!</p> <p>Contact me at: <ul style="list-style-type: none"> • Jcandidate@email.com • www.joecandidate.com • 209-555-5555 </p>
<u>ACCEPTABLE</u>	<u>NOT ACCEPTABLE</u>
<p>STATEMENT OF CANDIDATE FOR CONSOLIDATED UNION SCHOOL DISTRICT – AREA 4</p> <p>Fred Businessman Age: 38 Occupation: Health Facility Director</p> <p>Education and Qualifications: I have lived here my entire life and I love this community. I would like to get more involved in our community affairs and believe that I am the best person for this position. I am willing to work very hard to make our lovely little community the best that it can possibly be.</p> <p>If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us.</p> <p>I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs. I appreciate your support!</p>	<p>STATEMENT OF CANDIDATE FOR CONSOLIDATED UNION SCHOOL DISTRICT – AREA 4</p> <p>Fred Businessman Age: 38 Occupation: Health Facility Director</p> <p>Education and Qualifications:</p> <ul style="list-style-type: none"> ➤ I have lived here my entire life and I love this community. ➤ I would like to get more involved in our community affairs. ➤ I believe that I am the best person for this position. ➤ I am willing to work very hard to make our lovely little community the best that it can possibly be. <p><u>If you elect me I promise</u> that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us.</p> <p>I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs. VOTE FOR FRED BUSINESSMAN!!!</p>

How to count words (EC §9)

Listed below are the guidelines specified in Elections Code 9 for counting the number of words submitted on any document whose content is limited by statute, such as candidate statements:

Count as one word:

Punctuation: Punctuation is not counted.

Titles: Each word used in a title of a document, such as "Friends for Measure A," is counted separately.

Cities/Counties: All geographical names will be counted as one word. For example, "County of Stanislaus" will be counted as one word.

Abbreviations: Each abbreviation for a word, phrase or expression will be counted as one word.

Hyphenations: Hyphenated words that appear in any generally available standard reference dictionary will be considered as one word. Each part of all other hyphenated words will be counted as a separate word.

Dates: Dates will be counted as one word.

Numbers: Any number consisting of a digit or digits will be considered as one word. Any number that is spelled will be considered as a separate word. "100" will be counted as one word, whereas "one hundred" will be counted as two words.

Telephone & Internet: Website addresses and telephone numbers are one word.

Percent, Etc.: It is department policy to count numbers consisting of a digit or digits used with a dollar sign (\$), cent sign (¢), percentage sign (%) or number sign (#) as one word.

Category	Example	Word Count
Acronyms and abbreviations	CSUS, C.S.U.S., Nov., etc.	One
Dates	01/01/2014 or January 1, 2014	One
E-Mail	stanvote@stancounty.com	One
Geographical name	Stanislaus County or City of Modesto	One
Hyphenated words - Published in U.S. dictionary within the past 10 years	Mother-in-law	One
Hyphenated words - Not published in U.S. dictionary within the past 10 years	Taxpayer-advocate	One for each (Two)
Internet address	www.stanvote.com	One
Numbers using digits	1, 10, 100, etc.	One
Numbers spelled out	One Hundred Thousand	One for each (Three)
Numerical computations	50%, 1/2, 2.3, etc.	One
Telephone numbers	209-525-5200	One
Titles	Friends for Measure A	One for each (Four)

ADVANCE PAYMENT FOR CANDIDATE STATEMENTS (EC §13307(d))

An estimation of the total prorated cost of printing, handling and mailing the 1/4 page candidate statements will include costs incurred as a result of complying with the Voting Rights Act of 1965. This estimated cost is due upon filing the statement. Cost of the statement will double if the candidate statement extends beyond the allotted 1/4 page space. Make checks payable to: **City of Oakdale**

If the actual cost is less than the deposit, you will receive a refund. If the actual cost is more than the deposit, you will receive an invoice for the difference and are required to pay the balance upon receipt of the invoice. The Registrar of Voters can take up to 3 months to produce invoice.

COST TABLE FOR CANDIDATE STATEMENTS

(This cost estimate includes printing charges for both the English and Spanish languages)

Number of Registered Voters In District	Deposit Amount Required
1 - 5,000	\$750
5,001 - 25,000	\$1,000
25,001 - 50,000	\$1,250
50,001 - 100,000	\$1,500
100,001 - 150,000	\$2,250
150,001 - 200,000	\$2,750
201,000 and over	\$3,000

The estimates quoted above are based on a 200-word statement formatted to fit within the allotted 1/4 page space. Costs may vary depending upon the number of candidates who file a statement for the same office, number of ballot types in the district, number of pages in the various County Voter Information Guides and number of registered voters who will be receiving the various County Voter Information Guides. These variables may cause actual costs to vary significantly from estimated costs.

INDIGENT CANDIDATES (EC §13309)

When advance payment is required for a candidate statement but the candidate alleges to be indigent and unable to pay the required deposit in advance, the candidate must submit to the county elections official a statement of financial worth to be used in determining whether or not he/she is eligible to submit a candidate’s statement without advance payment. The statement of financial worth is submitted by the candidate together with the candidate’s statement during the filing period. The Statement of Financial Worth forms are available at the county elections official’s office and will be furnished upon request. The Statement of Financial Worth form should be filed with a copy of the candidate’s most recent

federal income tax returns, candidate's employer, income, real estate holdings, tangible personal property and financial obligations. The candidate will certify under penalty of perjury under the laws of the State of California that the contents of the statement are true and correct.

If the county elections official determines that the candidate is indigent, his or her statement will be printed and mailed without advance payment. If the county elections official determines that the candidate is not indigent, the candidate has three days to withdraw the candidate's statement or pay the estimated deposit amount. The Registrar of Voters is not obligated to print and mail the statement if payment is not received.

An indigent candidate will be invoiced and must pay the full cost of the candidate's statement following the election. The Statement of Financial Worth is a public record and is available for review.

CONFIDENTIALITY OF CANDIDATE STATEMENTS

Ten Calendar Day Public Examination Period (EC §13311, 13313)

Candidate statements filed pursuant to EC §13307 shall remain confidential until the expiration of the filing deadline. Candidate statements are available for viewing after the filing deadline has passed. There is a 10 calendar day public examination period when the documents may be reviewed and copies obtained for \$3.00 per statement. During this 10 calendar day examination period, any voter of the affected jurisdiction may take legal action to challenge the contents of the candidate's statement pursuant to EC §13313. A peremptory writ of mandate or an injunction will issue only upon clear and convincing proof that the material in question is false, misleading or inconsistent with the requirements of this chapter, and that issuance of the writ or injunction will not substantially interfere with the printing or distribution of official elections materials as provided by law.

FALSE STATEMENTS IN CANDIDATE STATEMENT- PENALTY (EC §18351)

Any candidate in an election or incumbent in a recall election who knowingly makes a false statement of a material fact in a candidate's statement prepared pursuant to EC §11327 or §13307, with the intent to mislead the voters in connection with his or her campaign for nomination or election to a nonpartisan office, is punishable by a fine not to exceed \$1,000.

VOTER'S EDGE

All qualified candidates who appear on the ballot are invited to participate in Voter's Edge, an online voter guide produced by the League of Women Voters of California Education Fund in partnership with MapLight. The site provides free space for candidates to highlight their issues, priorities and biographical information. It's unbiased and easy to read, with an intuitive, modern interface. For more information, please contact california@votersedge.org or (916) 442-7215.

CAMPAIGN FINANCE DISCLOSURE

The Fair Political Practices Commission (FPPC)

The Political Reform Act of 1974 requires all candidates for elective office, all officeholders and all committees supporting or opposing candidates, measures and petition circulation drives to file campaign disclosure statements disclosing contributions received and expenditures made. The filing deadlines for this election are listed in the appendices.

A candidate is not required to file any itemized disclosure forms for the candidate's campaign if the candidate does not receive any contributions and the only expenditures will be from the candidate's personal funds and expenditures are limited to a filing fee and/or candidate's statement.

Filing is the responsibility of the candidate or committee. It is the responsibility of candidates and/or committees to be aware of deadlines and to file the required campaign disclosure statements in a correct and timely manner. Late statements are subject to a \$10 per day late fine. All statements are considered public record. Copies can be obtained at the cost of \$0.10 per page from the City Clerk's Office.

The Franchise Tax Board is authorized under Section 90001 of the California Government Code to audit Campaign Disclosure Statements. The audit can include tests of the accounting records and other such auditing procedures. The purpose of campaign disclosure is to provide the public with the identity of contributors and the amounts they give, as well as the amount officeholders, candidates and committees spend.

The FPPC website at www.fppc.com provides forms, manuals, filing schedules, tips, and webinars! It is highly recommended that new candidates and their treasurers review this helpful information. Be informed! Study FPPC Information Manual 2 for Local Candidates and remember, all candidates, including unopposed candidates, are subject to the campaign disclosure provisions of the Political Reform Act.

You can contact the FPPC at:

FPPC Advice Line: 1-866-275-3772 (1-866-ASK-FPPC)

Monday - Thursday 9:00 a.m. - 11:30 a.m.

Press 2 to speak to a political reform consultant in the Technical Assistance Division

FPPC Advice Email: advice@fppc.ca.gov

Assistance by Mail (Formal Advice)
Fair Political Practices Commission
1102 Q Street, Suite 3000
Sacramento, CA 95811

**Fair Political Practices Commission
Filing Schedule for
Candidates and Controlled Committees for Local Office
Listed on the November 3, 2020 Ballot**

Deadline	Period	Form	Notes
July 31, 2020 <i>Semi-Annual</i>	* – 6/30/20	460 or 470	<ul style="list-style-type: none"> • 460: All committees must file Form 460.
Within 24 Hours <i>Contribution Reports</i>	8/5/20 – 11/3/20	497	<ul style="list-style-type: none"> • 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 <i>another</i> candidate or measure being voted upon November 3, 2020. • 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.
Sept 24, 2020 <i>1st Pre-Election</i>	7/1/20 – 9/19/20	460 or 470	<ul style="list-style-type: none"> • Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 22, 2020 <i>2nd Pre-Election</i>	9/20/20 – 10/17/20	460	<ul style="list-style-type: none"> • All committees must file this statement. • File by personal delivery or guaranteed overnight service. The committee may also file online, if available.
Feb 1, 2021 <i>Semi-Annual</i>	10/18/20 – 12/31/20	460	<ul style="list-style-type: none"> • All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before Dec 31, 2020.

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 the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.

Fair Political Practices Commission

- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2020 and do not have an open committee must file Form 470 on or before September 24, 2020. If, later during the calendar year, the candidate raises or spends \$2,000 or more, 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:
 - [462](#): This form must be e-mailed to the FPPC within 10 days.
 - [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.
- **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 are public documents.
- **Resources:** Campaign manuals and other instructional materials are available [here](#). Or, visit www.fppc.ca.gov > Learn > [Campaign Rules](#).

CAMPAIGN DISCLOSURE INFORMATION (FPPC FILINGS)

(GC 84200)

The Political Reform Act of 1974 requires all candidates for elective office, all officeholders and all committees supporting or opposing candidates, measures and petition circulation drives to file campaign disclosure statements disclosing contributions received and expenditures made. The filing deadlines for this election are listed in this guide.

A candidate is not required to file any itemized disclosure forms for the candidate's campaign if the candidate does not receive any contributions and the only expenditures will be from the candidate's personal funds and expenditures are limited to a filing fee and/or candidate's statement.

Filing is the responsibility of the candidate or committee. It is the responsibility of candidates and/or committees to be aware of and to file the required campaign disclosure statements in a correct and timely manner. Late statements are subject to a \$10 per day late fine. All statements are considered public record. Copies can be obtained at the cost of \$0.10 per page from the Registrar of Voters office. (GC 81008)

WHAT:	Form 501 (Candidate Intention Statement) This form is used for declaring the formation of a financial campaign.
WHEN:	Form 501 must be filed <u>prior</u> to the solicitation or receipt of any contribution or expenditure, including any personal funds, used for the election. A new form 501 must be filed for each election even if a candidate is running for re-election.
WHERE:	The filing officer who receives the candidate's original campaign disclosure statements.
WHO:	All candidates who intend to raise or spend money on behalf of their campaign.

WHAT:	Form 410 (Statement of Organization Recipient Committee) A recipient committee is any individual, officeholder, candidate, group of individuals, organization or any other entity that receives contributions totaling \$2,000 or more during a calendar year. <i>The name for all committees must include the candidate's name, office sought and year of the election as part of the committee name. Example: "Smith for Assembly 2010" or "Committee to Support Smith for Senate 2010."</i>
WHEN:	The initial Form 410 must be filed within 10 days of raising \$2,000; however, it can be filed prior to receiving \$2,000, then amended within 10 days of reaching the \$2,000 threshold. Form 410 is filed with the Secretary of State to create a committee, to amend information listed on the initial Form 410 and/or to terminate a committee. The Secretary of State's Political Reform Division will issue the committee ID number.
WHERE:	The original and one copy with the Secretary of State's Political Reform Division <u>and</u> one copy with the local filing official, if any, with whom you file the originals of your campaign disclosure statements.
WHO:	All candidates who receive or spend \$2,000 or more on their campaign. Candidates must open a separate bank account dedicated to their campaign.

WHAT:	Form 470 (Officeholder and Candidate Campaign Statement-Short Form) This form shall be used when a candidate does not have a controlled committee and does not anticipate raising or spending \$2,000 or more in a calendar year.
WHEN:	Must be filed no later than the deadline for the first required campaign disclosure statement.
WHERE:	The original with your filing officer, <u>and</u> (if applicable) one copy with each additional county filing official(s) for your elective office.
WHO:	All candidates who do not plan on spending or raising more than \$2,000 on their campaign in a calendar year.

WHAT:	Form 470 (Supplement) An officeholder or candidate who has filed Form 470 in connection with an election and subsequently receives contributions or expenditures totaling \$2,000 or more is required to send written notification.
WHEN:	Must be filed within 48 hours of reaching \$2,000 threshold.
WHERE:	The original with the Secretary of State's Political Reform Division, one copy with your local filing official <u>and</u> one copy to each candidate seeking the same office.
WHO:	All candidates who have filed a 470 and then reach the \$2,000 threshold for contributions or expenditures.

WHAT:	Form 460 (Recipient Committee Campaign Statement - Long Form) This form is used by candidates and their controlled committees to disclose itemized receipts and expenditures. <i><u>Local candidates file this form with the local election official only, not the Secretary of State.</u></i>
WHEN:	Must be filed according to applicable filing schedules. (See the <i>FPPC Filing Schedule</i> shown in this guide).
WHERE:	The original copy with your filing officer <u>and</u> (if applicable) one copy with each additional county filing official(s) for your elective office.
WHO:	All candidates who have filed a Form 410 and have raised or spent \$2,000 or more in a calendar year.

WHAT:	Form 497 (Late Contribution Report) This report must be filed if a committee controlled by the candidate or a primarily formed committee receives or makes a contribution totaling \$1,000 or more during the 90 days before the candidate's election.
WHEN:	Within 24 hours of receiving the contribution via personal delivery, fax or guaranteed overnight delivery.
WHERE:	The original with your filing officer, <u>and</u> (if applicable) one copy with each additional county filing official(s) for your elective office.
WHO:	All candidates where applicable.

WHAT:	Form 496 (Late Independent Expenditure Report) This form must be filed if the committee makes independent expenditures totaling \$1,000 or more to support or oppose a single candidate during the 90 days prior to the election.
WHEN:	Within 24 hours of receiving the contribution via personal delivery, fax or guaranteed overnight delivery.
WHERE:	The original with your filing officer and (if applicable) one copy with each additional county filing official(s) for your elective office.
WHO:	All candidates where applicable.

WHAT:	Form 700 (Statement of Economic Interest) This form is used for disclosure of certain personal financial interests under the Political Reform Act's conflict of interest rules. Investments and real property held on the day the Declaration of Candidacy is due, as well as income received during the 12 months prior to the date of filing the Declaration of Candidacy, must be reported.
WHEN:	Before the end of the nomination period.
WHERE:	With your local election official.
WHO:	All candidates who have not filed this form for the same office within 60 days prior to the nomination period.

For more information regarding the financial campaign reporting process see "Campaign Disclosure **Manual 1** – Information for State Candidates, Their Controlled Committees, and Primarily Formed Committees for State Candidates" and "Campaign Disclosure **Manual 2** - Information for Local Candidates, Superior Court Judges, Their Controlled Committees, and Primarily Formed Committees for Local Candidates" located at the Fair Political Practices Commission website at www.fppc.ca.gov.



Important Items to Remember:

The Franchise Tax Board is authorized under Section 90001 of the California Government Code to audit Campaign Disclosure Statements. The audit can include tests of the accounting records and other such auditing procedures. The purpose of campaign disclosure is to provide the public with the identity of contributors and the amounts they give, as well as the amount officeholders, candidates and committees spend. The laws passed to enforce that purpose can be challenging for the unwary, therefore some helpful tips are listed below:

- FPPC forms, manuals, filing schedules and webinars:** The FPPC website at www.fppc.ca.gov provides forms, manuals, filing schedules, help tips and now FREE webinars! It is highly recommended that new candidates and their treasurers review this helpful information.
- Be informed:** Study FPPC Information Manual 2 for Local Candidates. All candidates, including unopposed candidates, are subject to the campaign disclosure provisions of the Political Reform Act.
- Free FPPC Helpline:** The FPPC toll free Helpline at 1-866-275-3772 can answer specific questions and provide advice on campaign disclosure rules.
- Before raising or spending any money:** File FPPC Form 501 Candidate Intention Statement. A separate Form 501 is required for each election, including re-election to the same office.
- If less than \$2,000 will be raised or spent:** File FPPC Short Form 470 prior to the 1st pre-election filing deadline. No additional forms will be required unless you later exceed the \$2,000 threshold.
- If more than \$2,000 will be raised or spent:** Open a separate bank account for campaign purposes. File FPPC Form 410 Statement of Organization with the Secretary of State and a copy with your local filing officer. The Secretary of State will issue a committee number.
- Keep committee information up to date:** File an FPPC Form 410 Amendment if changes are made to treasurer, committee name, addresses, etc.
- \$50 annual fee:** The Secretary of State imposes an annual \$50 fee for all open FPPC committees. This fee is payable directly to the Secretary of State and must be paid within **15 days** of filing the initial FPPC Form 410 and thereafter, before **April 30** of each year until the committee terminates. Failure to timely pay the annual fee is subject to a penalty of \$150. For questions contact the Secretary of State's office at 916-653-6224.
- Mark your calendar:** Know the filing deadlines for campaign statements and file on time! All open committees must file periodic disclosure statements that are subject to late fees and fines if deadlines are not met.
- Keep good records:** Maintain details on contributions and expenditures of \$25 or more. Refer to record keeping guidelines in FPPC Information Manual 2. It's a good idea to keep copies of all contributor checks received.
- \$100 or more in cash?** Never accept or spend \$100 or more in cash.
- Don't spend personal funds:** Any personal funds used for campaign purposes must first be deposited into your campaign bank account, unless they are used for a candidate statement published in the County Voter Information Guide and/or for a filing fee. You have a choice of depositing your personal funds into your campaign bank account as either a contribution or a loan to your committee.
- Purchases:** If any campaign goods or services are purchased, disclose sub-vendors and the amounts they were paid.

14. **Itemize contributors:** For contributions of \$100 or more including loans and in-kind contributions, you must disclose the contributor's name, address, occupation and employer.
15. **Report late contributions:** If \$1,000 or more is received from one contributor during the last 90 days before the election, disclose receipt within **24 hours**, even if the contribution is from your personal funds. Each late contribution report FPPC Form 497 must have a unique report number to be issued by the filer.
16. **Multiple contributions from one source:** Keep track of each check. Report the aggregate amount.
17. **If an agent or campaign consultant buys goods or services for the campaign:** Itemize expenditures of \$500 or more made by the agent or consultant. Make sure to always keep receipts of all purchases.
18. **Identify candidate/committee on mailings:** Include the words "paid for by" and your committee name and campaign address in at least 6-point type on the outside of all mass mailings (more than 200 pieces) and on at least one insert in a color that contrasts with the background. No newsletter or other mass mailing can be sent at public expense.
19. **Disclose original loan sources:** List any loan, even a personal loan to the candidate, all or partly used for the campaign. Also disclose all loan guarantors of \$100 or more.
20. **No personal use of campaign funds:** Use campaign funds only for political, legislative or governmental purposes.
21. **Where to file:** Statewide, legislative and judicial offices file with the Secretary of State and a copy with the county of domicile. Local district offices file with the county elections office and municipal offices file with their city clerk.
22. **Tax ID number requirement:** The FPPC does not require a tax ID number; however, some banks may require one in order to open a campaign bank account. A tax ID number may be requested through the Internal Revenue Service website at <http://www.irs.gov>

23. **State contribution limits:** The FPPC website provides annual charts for state contribution limits and state voluntary expenditure limits.
24. **Gifts, meals and travel:** There are special reporting rules for candidate controlled committees when reporting expenditures for gifts, meals and travel. Restrictions and detailed information can be found in FPPC Information Manual 2.
25. **Ready to close your committee?** Filing requirements for open committees do not automatically terminate when activity ceases or when an officeholder vacates the office. You must file an FPPC Form 460 Termination Statement showing a zero balance AND an FPPC Form 410 Termination Statement to stop future filing obligations.



The FPPC website at www.fppc.ca.gov provides detailed and up to date information to help you navigate the highly complex campaign disclosure rules and requirements. The "Campaign Rules, Forms & Manuals" link provides access to many detailed and easy to read resources such as election specific filing deadlines, fast facts, frequently asked questions and all of the necessary forms and manuals. The newest addition to the resources offered is **FREE WEBINARS!** We highly recommend all new candidates and their campaign treasurers take advantage of the free tools and information provided by the FPPC.

Toll Free Helpline: 1-866-275-3772 (1-866-ASK-FPPC)
 Monday - Thursday 9:00-11:30
Press 2 to speak to a political reform consultant in the Technical Assistance Division.

Email Questions: advice@fppc.ca.gov

Assistance by Mail (Formal Advice):
 Fair Political Practices Commission
 1102 "Q" Street, Suite 3000
 Sacramento, CA 95811



STATE OF CALIFORNIA
FAIR POLITICAL PRACTICES COMMISSION

Local Candidate/Committee Checklist

File Form 501 (Candidate Intention)

You must file [Form 501](#) before soliciting, raising or spending any money in connection with your election. The only exception to this requirement is if you use personal funds to pay a filing fee or ballot statement fee.

Candidates Raising and Spending Less than \$2,000

File Form 470 (Officeholder and Candidate Campaign Statement Short Form)

The [Form 470](#) is filed by candidates who do not have a controlled committee and do not anticipate receiving or spending \$2,000 or more, including personal funds, in a calendar year. These candidates generally do not file a Form 410 or other campaign statements or reports related to their campaign unless they receive or anticipate receiving or spending \$2,000 or more.

Candidates Raising \$2,000 or More

File Form 410 (Statement of Organization)

Once you receive or spend \$2,000 or more in a calendar year, you must file a [Form 410](#) as a recipient committee within 10 days of qualifying. File the original and one copy of the [Form 410](#) with the Secretary of State and a copy with your local filing officer. The Secretary of State's address is on the [Form 410](#).

Open a Campaign Bank Account

All monetary contributions (including all personal funds you use for your campaign) must be deposited in the campaign bank account before being spent. **Never** deposit campaign contributions in your personal bank account.

Committee Treasurer

The Act requires that every committee appoint a treasurer. The individual listed on the most recent [Form 410](#) with the Secretary of State continues to be legally responsible until an amendment is filed to designate a new treasurer. Please note a candidate may act as his or her own treasurer.

File Campaign Statements

You must file campaign statements ([Form 460](#)) disclosing the committee's activity during a specified period. Please access the Commission's [filing schedules](#) to find the schedule that applies to you/your election. Committees are required to file campaign statements as well as other reports including semi-annual campaign statements until the committee terminates.

24 Hour Reports

Within 90 days before the election, including the date of the election, if a committee receives a contribution(s) of \$1,000 or more from a single source, including loans from the candidate, the [Form 497](#) must be filed within 24 hours.

Local Campaign Contribution Limits

Make sure you are aware of any local contribution limits before accepting contributions.

After the Election

Following the election, your duty to file campaign statements continues until your committee terminates. In order to terminate, you must file a [Form 460](#) with your local filing officer reporting a zero balance **AND** a [Form 410](#) indicating the termination with the Secretary of State's Office and a copy with your local filing officer.



Local Candidate/Committee Checklist

Additional Resources and Helpful Links

- [FPPC Campaign Manual 2 for Local Candidates and their Controlled Committees](#)
- [FPPC Campaign Forms](#)
- [FPPC Filing Schedules](#)
- [FPPC Fact Sheet on Terminating Your Committee](#)
- [FPPC Political Advertisement Disclaimers for Candidate Committees for their own Election](#)
- [FPPC Frequently Asked Questions on Campaign Activity](#)
- [Local Campaign Ordinances](#)

Have Further Questions?

Feel free to contact us by email at advice@fppc.ca.gov or by phone at 1-800-ASK-FPPC. Please note that our advice phone hours are 9:00 am – 11:30 am, Monday through Thursday.

California Fair Political Practices Commission

California State Contribution Limits

(Effective January 1, 2019 - December 31, 2020)

The contribution limits are effective for elections held between January 1, 2019 and December 31, 2020. (Regulation 18545.) These limits do not apply to contributions made to elections in previous years. Such contributions are subject to the limits in place for that year – see previous charts.

Legal Defense Funds

Contributions raised for a legal defense fund are not subject to contribution limits or the voluntary expenditure ceiling. However, a candidate or officeholder may raise, in total, no more than is reasonably necessary to cover attorney's fees and other legal costs related to the proceeding for which the fund is created. (Section 85304; Regulation 18530.4.)

Recall Elections

A state officeholder who is the subject of a recall may set up a separate committee to oppose the qualification of the recall measure and, if the recall petition qualifies, the recall election. Neither contribution limits nor voluntary expenditure ceilings apply to the committee to oppose the recall that is controlled by the officeholder who is the target of the recall attempt. Candidates running to replace an officeholder who is the target of a recall are subject to the contribution limits and the expenditure limits applicable to the election for that office. (Section 85315; Regulation 18531.5.)

Ballot Measure Committees

Contributions to ballot measure committees controlled by a candidate for elective state office are not limited.

Contributions from State Candidates and Officeholders

A state candidate or state officeholder may not contribute more than \$4,700 to a committee controlled by another state candidate or state officeholder (including a state or local election committee, legal defense fund, officeholder account, or ballot measure committee). This limit applies on a per election basis and includes, in the aggregate, contributions made from the candidate's or officeholder's personal funds and from campaign funds. (Section 85305; Regulation 18535.) This limit does not apply to a committee controlled by a state candidate to oppose his or her recall.

Communications Identifying State Candidates

Any committee that makes a payment or a promise of payment totaling \$50,000 or more for a communication that:

1. Clearly identifies a state candidate; but
2. Does not expressly advocate the election or defeat of the candidate; and
3. Is disseminated, broadcast, or otherwise published within 45 days of an election, may not receive a contribution from any single source of more than \$38,800 in a calendar year if the communication is made at the behest of the candidate featured in the communication. (Section 85310.)

Officeholder Committees

Officeholder contributions must be cumulated (in full) with any other contributions from the same contributor(s) for any other future elective state office for which the officeholder maintains a controlled committee during the term of office in which the contribution is received. Contributions to candidates for future elections and to their officeholder account are cumulated for purposes of contribution limits. (Regulation 18531.62.)

Contributions from State Lobbyists

A state lobbyist may not contribute to a state officeholder's or candidate's committee if the lobbyist is registered to lobby the agency of the elected officer or the agency to which the candidate is seeking election. The lobbyist also may not contribute to a local committee controlled by any such state candidate. (Section 85702; Regulation 18572.) In addition, effective January 1, 2015, lobbyists and lobbying firms may no longer take advantage of the \$500 or less home/office fundraiser exception that is available to other individuals and entities. (Section 82015(f).)

Local Elections

Many cities and counties have local contribution limits and other election rules. "Local Campaign Ordinances" are listed on the FPPC's website. Check with your city or county about contribution limits for local elections.

Definitions

Person: An individual, proprietorship, firm, partnership, joint venture, syndicate, business trust, company, corporation, limited liability company, association, committee, and any other organization or group of persons acting in concert. (Section 82047.)

Small Contributor Committee: Any committee that meets all of the following criteria:

- (a) The committee has been in existence for at least six months.
- (b) The committee receives contributions from 100 or more persons.
- (c) No one person has contributed to the committee more than \$200 per calendar year.
- (d) The committee makes contributions to five or more candidates. (Section 85203; Regulation 18503.)

Political Party Committee: The state central committee or county central committee of an organization that meets the requirements for recognition as a political party under Elections Code Section 5100. (Section 85205.)

Visit www.fppc.ca.gov for the most current and up to date information

California Fair Political Practices Commission

Recent Campaign Changes to the Political Reform Act



What's
new?

Every year legislative changes are made to the campaign provisions of the Political Reform Act (Act). Below are just a few changes that we think may have an impact on candidates in the upcoming election and are based on FPPC update. To review all effective changes, Visit www.fppc.ca.gov > Learn > What's New

This is NOT a complete list of all of the regulatory changes; therefore, we recommend you visit the FPPC website for complete and updated information on FPPC rules and regulations.

Regulation 18401 – Required Recordkeeping: Existing Section 84104 requires each candidate, treasurer, principal officer and elected officer to maintain detailed accounts, records, bills and receipts necessary to prepare campaign statements, to establish that they were properly filed and to otherwise comply with the Act. Regulation 18401 further clarified these recordkeeping requirements regarding electronic mass mailings and earmarked funds.

Regulation 18432.5 – Intermediary: Section 84302 prohibits any person from making a contribution on behalf of another person, or from acting as an intermediary or agent of another, without providing to the recipient of the contribution the full name, address, occupation and employer of the true source of the contribution as well as his or her own name, address, occupation and employer. The recipient of such a contribution must disclose both the intermediary and the true source of the contribution. AB 249 amended Section 85704 to incorporate intermediary disclosure requirements of Section 84302 for earmarked contributions. The Commission amended Regulation 18432.5 to incorporate this change.

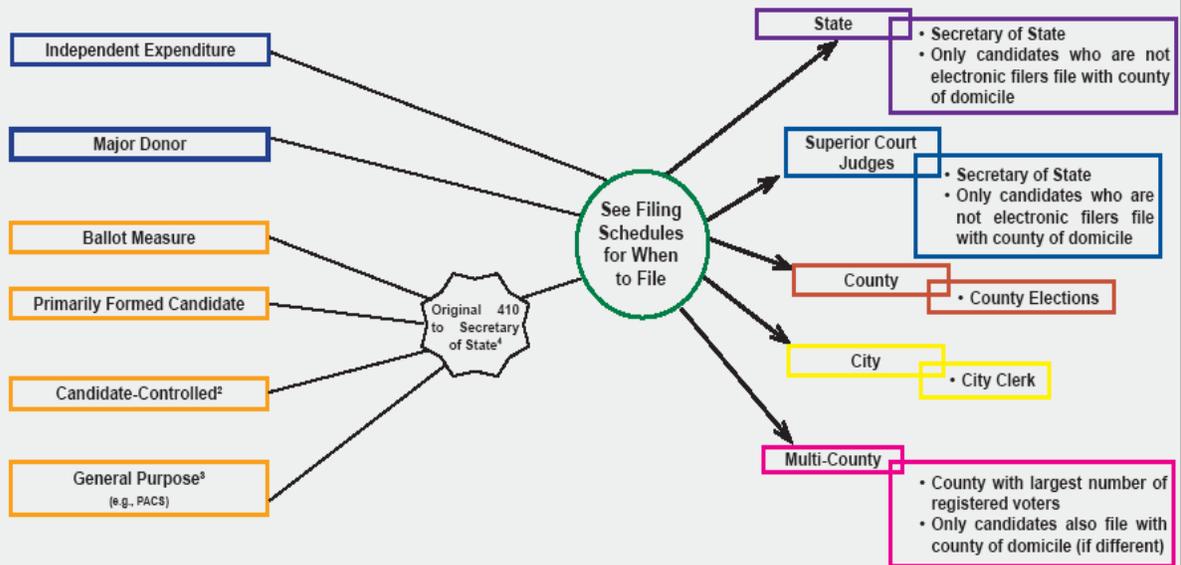
Regulation 18435 – Definition of Mass Mailing: AB 249 amended Section 84305 to incorporate definitions of the terms “sender” and “pay for,” which were previously contained in Regulation 18435, as well as sender identification requirements for electronic mail, into Section 84305(e). The Commission adopted amendments to Regulation 18435 removing the language from the regulation that is now included in Section 84305.

Regulation 18440 – Telephone Advocacy: The prior version of Section 84310 prohibited a “candidate, committee or slate mailer organization” from expending campaign funds to pay for telephone calls that are similar in nature and aggregate 500 or more in number if those calls advocate support of, or opposition to, a candidate, ballot measure or both, unless the organization that authorized or paid for the call is disclosed to the recipient of the call. AB 249 amended Section 84310 so that the prohibition applies to a “candidate, candidate controlled committee established for an elective office for the controlling candidate, political party committee or slate mailer organization” rather than a “candidate, committee or slate mailer organization.” AB 249 also amended Section 84310 by adding new subdivision (d) to that section, which provides that “[t]his section does not apply to a telephone call that is paid for by an independent expenditure.” The Commission amended Regulation 18440 to incorporate these changes.

Regulation 18535 – Restrictions on Contributions Between State Candidates: Amended to expressly permit unlimited contributions from a state candidate to another state candidate’s legal defense fund or candidate controlled ballot measure committee.

More information available at www.fppc.ca.gov

Where to File Campaign Reports¹



1 This flow chart represents the filing locations for Forms 410, 425, 450, 460 and 461. See instructions for filing locations of other campaign forms.
 2 Cross-filing may be required for candidates controlling more than one committee.
 3 Manual under review, pending publication.
 4 Local committees must also file a copy of the Form 410 with the local filing officer.

MANAGING A CAMPAIGN

Code of Fair Campaign Practices

Background Information

In 1982, legislation was passed which established a “Code of Fair Campaign Practices” in California to which candidates for public office could voluntarily subscribe.

Amendments in 1987 expanded the provisions of the code so as to apply to committees formed primarily to support/oppose a ballot measure, and also reaffirmed civil liability provisions pertaining to libel and slander in campaign advertising and communications.

City Clerk’s Requirement

The elections official is required to provide the candidate a blank form on which to subscribe to the “Code of Fair Campaign Practices” and a copy of the Elections Code provisions at the time an individual is issued his/her Declaration of Candidacy nomination papers, or any other paper evidencing an intention to be a candidate for public office.

Voluntary Subscription

Subscription to the code is voluntary. Completed forms are to be filed with the City Clerk and shall be retained for public inspection until 30 days after the election.

Political Advertising

Any paid political advertisement that refers to an election or to any candidate for state or local elective office and is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point Roman type, whichever is larger, the words “Paid Political Advertisement.” The words shall be set apart from any other printed matter. As used in this section “Paid Political Advertisement” means published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office. EC §20008

For further information on political advertising, refer to the FPPC website at www.fppc.ca.gov.

Campaign Literature

Including Voter Polling Precincts

Candidates are requested not to distribute or mail campaign literature telling a voter where his/her polling place is located. Invariably some polling place changes occur in the last few days before an election. The Election Code states: Every person is guilty of a misdemeanor who knowingly causes to be mailed or distributed, or knowingly mails or distributes, literature to any voter that includes a designation of the voter’s precinct polling place other than a precinct polling place listed for that voter in an official precinct polling list that constituted the latest official precinct polling list at some time not more than 30 days prior to the mailing or distribution. EC §18302

Mass Mailing Requirements

“Mass Mailing” means over two hundred (200) substantially similar pieces of mail but does not include a form letter or other mail which is sent in response to an unsolicited request, letter or other inquiry. GC §82041.5

Section 84305 of the Government Code provides as follows:

- (a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization’s address is a matter of public record with the Secretary of State.
- (b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.
- (c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision.

Telephone Advocacy

A candidate or committee that uses campaign funds to make 500 or more telephone calls must disclose the name of the person or organization that authorized or paid for the call. A script of the call or a copy of a recorded telephone message must be retained by the Committee.

GC §84310 and FPPC Reg. 18440

False or Misleading Information

Any person who files or submits for filing a nomination paper or declaration of candidacy knowing that it or any part of it has been made falsely is punishable by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years or by both the fine and imprisonment. EC §18203

Every person is guilty of a misdemeanor who, with intent to mislead the voters in connection with his or her campaign for nomination or election to a public office or in connection with the campaign of another person for nomination or election to a public office, does either of the following acts:

- (a) Assume, pretend, or imply, by his or her statements or conduct, that he or she is the incumbent of a public office when that is not the case.
- (b) Assume, pretend, or imply, by his or her statements or conduct, that he or she is or has been acting in the capacity of a public officer when that is not the case.

Any violation of this section may be enjoined in a civil action brought by any candidate for the public office involved. EC §18350 Neither the Secretary of State nor any other elections official shall accept a designation of which any of the following would be true:

- (1) It would mislead the voter.
- (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- (3) It abbreviates the word “retired” or places it following any word or words which it modifies.
- (4) It uses a word or prefix, such as “former” or “ex-,” which means a prior status. The only exception is the use of the word “retired.”
- (5) It uses the name of any political party, whether or not it has qualified for the ballot.
- (6) It uses a word or words referring to a racial, religious, or ethnic group.
- (7) It refers to any activity prohibited by law. EC §13107(b)

Use of City of Oakdale Logo/Seal

Any person who uses or allows to be used any reproduction or facsimile of the seal of the county or the seal of a local government agency in any campaign literature or mass mailing, as defined in Section 82041.5 of the Government Code, with intent to deceive the voters, is guilty of a misdemeanor.

For purposes of this section, the use of a reproduction or facsimile of a seal in a manner that creates a misleading, erroneous, or false impression that the document is authorized by a public official is evidence of intent to deceive.

For purposes of this section, the term “local government agency” means a school district, special or other district, or any other board, commission or agency of local jurisdiction. EC §18304

Political Signs

City Requirements

Political Signs are defined in Section 36-26.2 of the Oakdale Municipal Code as “Any temporary sign used in connection with a local, state or national election, referendum or measure”.

A “political sign” may only be placed in connection with local, state or national election, referendum or measure and, per the Oakdale Municipal Code may only be erected no more than sixty (60) days prior to the date of the election, or September 7, 2018 in any zoning district throughout the city.

All “political advertising” must be removed within 7-days following the election.

This does not, however, mean that signs advertising candidates, political parties, etc.,

cannot be displayed but they would not be considered “political signs” and would be subject to the general sign regulations of the City. Refer to Chapter 36, Zoning, Ordinance 2018-1259 at <https://www.ecode360.com/35224404>.

State Requirements

Political signs within view of State or County highways are subject to the provisions of the Outdoor Advertising Act. The Division of Highways is prepared to answer questions about state regulation of campaign signs and can be reached at (916) 651-9327.

Other Elections Code Regulations

Candidates are encouraged to familiarize themselves with the Elections Code, which can be found at:

<http://leginfo.legislature.ca.gov/faces/codesTOCSelected.xhtml?tocCode=ELEC&tocTitle=+Elections+Code+-+ELECc>

City Sign Code Summary

The following information is a brief summary of the municipal codes for political signage for cities within Stanislaus County. For complete municipal code information contact the city clerk.

City of Ceres – Contact Ceres city clerk for complete code / full text information (209) 538-5731

“CODE SUBJECT TO CHANGE”

Erect signs no sooner than 120 days prior to an election and remove within 10 days after election.

18.42.120 EXEMPT SIGNS Political Signs: Nonilluminated signs intended to influence the vote for the passage or defeat of a measure or nomination, election or defeat of a candidate in any governmental election are permitted in any number either freestanding or attached, limited to a total sign area of six (6) square feet per sign in residential zones and thirty two (32) square feet per sign in other zones. Any such sign shall be erected not earlier than one hundred twenty (120) days prior to an election and shall be removed within ten (10) days after such election. No sign shall be erected on private property without the property owner's consent. Ground mounted political signs may be placed within City right-of-way or within a public utility easement (excluding canal easements/ownership) provided that such signs: (1) shall not be placed any closer than 10 feet from the edge of the paved portion of a roadway where no sidewalk is present or 5 feet back from the edge of sidewalk; (2) shall comply with Code Section 18.44.040 (Clear Vision Triangle); and, (3) shall not create a safety hazard for vehicles exiting existing commercial and residential driveways. Political signs are not permitted at any time within canal easements/ownership or on utility poles located in a utility easement. Political signs that are installed within City right-of-way or within a public utility easement may be removed by the City/Utility authority as necessary to accommodate work within said right-of-way or utility easement. In such an event, neither the City nor the Utility removing the sign shall have any liability to the owner(s) of such political signs.

City of Hughson - Contact Hughson city clerk for complete code / full text information (209) 883-4054

Erect signs no sooner than 90 days prior to an election and remove within 10 days after election.

17.03.080 (G) 3. Noncommercial Signs in Residential and Commercial Zones. Temporary noncommercial signs shall be allowed in residential and commercial zones subject to the following requirements: a. Nonilluminated signs, either freestanding or attached, limited to a total sign area of six square feet per sign in residential zones and not exceeding 32 square feet in other zones, as long as the total area does not exceed one square foot of sign area per lineal foot of primary street frontage, are permitted. No such sign shall be erected on private property without the property owner's consent. No such sign shall be located within 100 feet of a polling place. b. During the time period of no earlier than 90 days prior to an election and 10 days after such election, the total area not to exceed one square foot of sign area per lineal foot of primary street frontage is not operative for nonilluminated signs, either freestanding or attached, with a sign area of six square feet per sign in residential zones and not exceeding 32 square feet in other zones are permitted. No such sign shall be erected on private property without the property owner's consent. No such sign shall be located within 100 feet of a polling place.

City of Modesto – Contact Modesto city clerk for complete code / full text information (209) 577-5396

Erect signs no sooner than 120 days prior to an election and remove within 10 days after election.

Modesto Municipal Code Title X Chapter 2, Article 21. Sign Requirements by Zone.

Modesto Neighborhood Preservation Unit form must be completed prior to posting signs within the city limits.

City of Newman – Contact Newman city clerk for complete code / full text information (209) 862-3725

Erect signs no sooner than 120 days prior to an election and remove within 10 days after election.

5.18.050 Exempt signs Political Signs. Nonilluminated signs intended to influence the vote for the passage or defeat of a measure, or nomination, election or defeat of a candidate in any governmental election are permitted in any number, either freestanding or attached, limited to a total sign area of six square feet per sign in residential zones and not exceeding 32 square feet in other zones. Any such sign shall be erected not earlier than 120 days prior to an election and shall be removed within 10 days after such election. No sign shall be erected on private property without the property owner's consent. No sign shall be located within 100 feet of a polling place.

City of Oakdale – Contact Oakdale city clerk for complete code / full text information (209) 845-3573

Erect signs no sooner than 60 days prior to an election and remove within 7 days after election.

POLITICAL SIGN: Any temporary sign used in connection with a local, state or national election, referendum or measure.

36-26.5A

R-A, R-1 AND R-3 ZONES:

a. Political signs may be erected as follows:

(1) Political signs shall not be lighted either directly or indirectly and are subject to the provisions of Section 36-18.23 Vision Obstructions (2) Political signs shall be erected no more than sixty (60) days prior to the date of election and shall be removed within seven (7) days after the date of the election.

C-1 AND C-2 ZONES:

1. All signs allowed without a permit as specified in Section 36-26.4, subject to the following additional restrictions:

c. Political signs may be erected, maintained and displayed provided each such sign does not exceed thirty-two (32) square feet in area, does not exceed eight (8) feet in height and the combined area of all such signs shall not exceed sixty-four (64) square feet. Such signs shall be erected no more than sixty (60) days prior to the date of the election and shall be removed within seven (7) days after the election.

DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



**STATEMENT OF RESPONSIBILITY FOR TEMPORARY
POLITICAL SIGNS**

Election Date: _____ June _____ November Other: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY:

Name: _____

Address: _____

Phone Number (Include Area Code) _____

The undersigned hereby accepts responsibility for the removal of Temporary Political Signs placed pursuant to Section 5405.3 of the Outdoor Advertising Act for the above candidate or proposition.

It is understood and agreed that any Temporary Political Signs placed sooner than ninety (90) days prior to the election and/or not removed within ten (10) days after the election, may be removed by the Department and the responsible party will be billed for any associated removal costs.

SIGNATURE OF RESPONSIBLE PARTY

DATE

Mail Statement of Responsibility to:

Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001

**ELECTIONS CODE
SECTION 20400**

Chapter 5. Fair Campaign Practices

Article 1. General Intent

20400. Intent of legislature. The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices. It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters. The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

Article 2. Definitions

20420. Definition of "Code". As used in this chapter, "Code" means the Code of Fair Campaign Practices.

Article 3. Code of Fair Campaign Practices

20440. Subscription to code; form. At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary. In the case of a committee making an independent expenditure, as defined in Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000) of the Government Code, an initial campaign statement on behalf of the committee.

20441. Supply of forms. The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.

20442. Retention of forms; public inspection. The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

20443. Public record. Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

20444. Voluntary. In no event shall a candidate for public office be required to subscribe to or endorse the code.



ELECTIONEERING - 100 Feet Rule

(EC 319.5, 18370)

No person on either Election Day or at any time a voter may be casting a ballot, within 100 feet of a polling place, vote center, satellite location or an elections official's office may do any of the following:

- Circulate an initiative, referendum, recall or nomination petition or any other petition
- Solicit a vote or speak to a voter on the subject of marking their ballot
- Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in EC 14240
- Do any passive or active electioneering as defined in EC 319.5; this includes displaying a candidate's name, likeness or logo, wearing buttons, T-shirts, hats, signs, stickers, etc. or disseminating audible electioneering information that promotes a candidate or measure on the ballot
- At vote by mail drop boxes, loiter near or disseminate visible or audible electioneering information

As used in this section "100 feet from a polling place" means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots. Any person who violates any of the provisions of this section is guilty of a misdemeanor.

ELECTIONEERING DURING VOTE BY MAIL VOTING

(EC 18371)

While in the residence or in the immediate presence of a vote by mail voter who is voting his or her ballot, it is illegal for a candidate, opponent, proponent or representative to electioneer or solicit the voter's vote.

Any person who knowingly violates this section is guilty of a misdemeanor.

This section shall not be construed to conflict with any provision of the federal Voting Rights Act of 1965 nor to preclude electioneering by mail or telephone or in public places, except as prohibited by EC 18370 or by any other provision of law.

MISREPRESENTATION BY CANDIDATES

(EC 18350, 18351)

MISLEADING VOTERS / INCUMBENCY / PUBLIC OFFICER

A person is guilty of a misdemeanor who, with intent to mislead the voters in connection with their campaign for nomination or election to a public office or in connection with the campaign of another person for nomination or election to a public office, shall do either of the following acts:

- 1) Assume, pretend, or imply, by his or her statements, conduct, or campaign materials that he or she is the incumbent of a public office when that is not the case.
- 2) Assume, pretend, or imply, by his or her statements, conduct, or campaign materials that he or she has been acting in the capacity of a public officer when that is not the case.

Any violation of this section may be enjoined in a civil action brought by a candidate for the public office involved. (EC 18350)

FALSE STATEMENTS IN CANDIDATE STATEMENTS / FINES

Any candidate in an election or incumbent in a recall election who knowingly makes a false statement of a material fact in a candidate's statement prepared pursuant to EC 11327 or EC 13307, with the intent to mislead the voters in connection with his or her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed \$1,000. (EC 18351)



POLL WATCHERS

Poll watchers at the polling place must obey the law and election procedures. Persons observing the polls may:

- Inspect, but not remove, the Roster of Voters. Any inspection must be conducted without impeding, interfering or interrupting the normal process of voting and counting.
- Inspect, but not remove, the public's Alpha Index updated regularly by the precinct workers. The index may not be removed from the polling place.
- Observe all activities at the polling place, including activities after the polls close, providing they do not interfere with the normal processing of voters and election officer duties.

CORRUPTION OF VOTERS

(EC 18403, 18500, 18520, 18521, 18522, 18523, 18524)

FINE FOR SOLICITATION REQUESTING VOTER DISCLOSURE OF HIS OR HER BALLOT

Any person other than an elections official or a member of the precinct board who receives a voted ballot from a voter or who examines or solicits the voter to show his or her voted ballot is guilty of a felony punishable by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment, or by both the fine and imprisonment. This section shall not apply to persons returning a vote by mail ballot pursuant to EC 3017 and EC 3021 or persons assisting a voter pursuant to EC 14282. (EC 18403)

FRAUD IN CONNECTION WITH VOTE CAST

Any person who commits fraud or attempts to commit fraud, and any person who aids or abets fraud or attempts to aid or abet fraud in connection with any vote cast, to be cast or attempted to be cast is guilty of a felony. (EC 18500)

PROMISE OF EMPLOYMENT

Any person who directly or indirectly offers any office or place of employment to any voter in order to induce that voter to refrain from voting, vote for any particular person or to refrain from voting for any particular person is guilty of a violation punishable by imprisonment. (EC 18520)

CONSIDERATION FOR VOTING

A person cannot persuade any other person through use of money, gift, loan, office, employment or other valuable consideration for himself or any other person because he or any other person:

- 1) Voted, agreed to vote, refrained from voting or agreed to refrain from voting for any particular person or measure.
- 2) Remained away from the polls.
- 3) Refrained or agreed to refrain from voting.
- 4) Induced any other person to remain away from the polls, refrain from voting and vote or refrain from voting for any particular person or measure.

A violation of any of the provisions of this section is punishable by imprisonment. (EC 18521)

CONSIDERATION FOR VOTING (continued)

Neither a person nor a controlled committee can directly or through any other person or controlled committee pay, lend, contribute, or offer / promise to pay, lend, or contribute, any money or other valuable consideration to or for any voter or to or for any other person to:

Induce any voter to:

- 1) Refrain from voting at any election.
- 2) Vote or refrain from voting at an election for any particular person or measure.
- 3) Remain away from the polls at an election.

Reward any voter for having:

- 1) Refrained from voting.
- 2) Voted for any particular person or measure.
- 3) Refrained from voting for any particular person or measure.
- 4) Remained away from the polls at an election.

A violation of any of the provisions of this section is punishable by imprisonment. (EC 18522)

BRIBERY AT ELECTION

It is punishable by imprisonment to directly or through another person, knowingly pay money or other valuable consideration with the intent that it will be used in bribery at any election. (EC 18523)

PAYMENT FOR SECURING VOTE

It is punishable by imprisonment to directly or through another person, knowingly pay money or other valuable consideration with the intent that it will be used for boarding, lodging, or maintaining a person at any place or domicile in any election precinct, ward, or district with intent to secure the vote of that person or to induce that person to vote for any particular person or measure. (EC 18524)

INTIMIDATION OF VOTERS

(EC 18001, 18540, 18541, 18542, 18543)

COMPELLING ANOTHER IN VOTING

Every person who makes use of or threatens to make use of, or hires or arranges for any other person to make use of or threaten to make use of, any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony.

DISSUADING PERSONS FROM VOTING

Within 100 feet of a polling place no person can do the following with the intent of dissuading another person from voting:

- Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in EC 14240.
- Photograph, videotape or otherwise record a voter entering or exiting a polling place.

Any person who violates this section or conspires to violate this section is guilty of a felony.

For purposes of this section, 100 feet means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots. (EC 18541)

REVEAL CONTENTS OF BALLOT

After the ballot is marked, the voter should not show it to anyone in a manner that reveals its contents with the exception that an individual voter may voluntarily disclose how he/she voted if that voluntary act does not violate any other law. (EC 14291)

PAY ENVELOPES MAY NOT CONTAIN POLITICAL MATERIAL

No employer may threaten, influence or attempt to influence an employee's choice of candidate by adding campaign or candidate information to an employee pay envelope. Any person who violates this section is guilty of a misdemeanor. (EC 18542)

CHALLENGE WITHOUT PROBABLE CAUSE

Every person who knowingly challenges a person's right to vote without probable cause or on fraudulent or spurious grounds, or who engages in mass, indiscriminate and groundless challenging of voters solely for the purpose of preventing voters from voting or to delay the process of voting, or who fraudulently advises any person that he/she is not eligible to vote or is not registered to vote when in fact that person is eligible or is registered, or who violates the conditions for challenge stated in EC 14240, or conspires to violate this section is guilty of a felony. (EC 18543)

IMPOSITION OF FINE

Upon a conviction for any crime punishable by imprisonment in any jail or prison, in relation to which no fine has been prescribed, the court may impose a fine on the offender not exceeding \$1,000 in cases of misdemeanors or up to \$25,000 in cases of felonies, in addition to the imprisonment prescribed. (EC 18001)



CANDIDATE FORMS

- ✓ Candidate Check List
- ✓ Certification of Domicile
- ✓ Candidate Registration Verification
- ✓ Nomination Paper
- ✓ Declaration of Candidacy
- ✓ Affidavit of the Nominee
- ✓ Oath of Office
- ✓ Ballot Designation Worksheet
- ✓ Candidate Statement of Qualifications
- ✓ Code of Fair Campaign Practices
- ✓ Candidate Media Release and Contact Information Form
- ✓ FPPC Form 501
- ✓ FPPC Form 700
- ✓ FPPC Form 410
- ✓ FPPC Form 460
- ✓ FPPC Form 470



Checklist to File Forms



OAKDALE GENERAL MUNICIPAL ELECTION – NOVEMBER 3, 2020

(Opens: Monday, July 13 @ 8:00 a.m. and Closes on Friday, Aug. 7 @ 5:00 p.m. (or Wed. Aug. 12 @ 5:00 p.m., if extended))

DOCUMENTS TO COMPLETE AT THE TIME OF RECEIVING NOMINATION PAPER – OFFICIAL FILING FORM		Date Candidate Received	Date City Clerk Received
1.	Candidate Registration Verification (required)		
2.	FPPC Form 501 – Candidate Intention Statement (required) Must be filed prior to soliciting or receiving any contributions or making personal expenditures on behalf of one’s candidacy.		
3.	Code of Fair Campaign Practices (Optional) (recommended) The oath of Candidate conduct made available to the press and/or public.		
4.	Contact Information Form (Optional) (recommended) Provided to the media, public, and posted on the City’s website.		
5.	Candidate’s Information Guide – Includes the Nomination Form, forms required for filing and general candidate guidelines.		
DOCUMENTS REQUIRED AT TIME OF FILING NOMINATION PAPER – OFFICIAL FILING FORM		Date Candidate Received	Date City Clerk Received
1.	<u>Nomination Paper – Official Filing Form (required)</u> This required form is the petition to be circulated by all candidates during the nomination period (no applicable extension period).		
2.	<u>Receipt for Candidate Filing Fee of \$25.00</u>		
3.	<u>Declaration of Candidacy, Affidavit of the Nominee and Oath of Office (required).</u> The Affidavit of Nominee and Oath of Office is taking before the City’s Election Official at the time of filing.		
4.	<u>Ballot Designation Worksheet (required)</u> This form is to support having a ballot designation under the candidate’s name on the ballot. <ul style="list-style-type: none"> • Official proof of designation must be attached. 		
5.	<u>Candidate Statement of Qualifications Form (required)</u> A statement of qualifications and education is optional to be included in the voter’s sample ballot pamphlet; if candidate declines, it must be indicated on the form and signed. To have a candidate’s statement you must bring: <ul style="list-style-type: none"> • A <u>check</u> for a \$1,000 deposit; made out to “City of Oakdale”. • A <u>Thumb Drive</u> with your statement on it; reviewed by you. • A <u>printed copy</u> of the statement that is on the electronic device (no more than 200 words allowed; double check with guidelines provided.) • Requires proof of authorization of endorsement at time of submittal. 		
6.	<u>FPPC Form 700 – Statement of Economic Interests (required)</u> <ul style="list-style-type: none"> • You must report on the last 12 months of financial interest. • Direct your questions in completing this form to FPPC. • Bring the original and (1) copy to City Clerk. 		
2.	<u>Receipt for Deposit of \$1,000.00</u>		



Certification of Domicile

I, _____, affirm that my domicile is (street / number) _____, Oakdale, California. For purposes of this affirmation, “domicile” is defined as that place in which a person’s habitation is fixed, wherein the person has the intention of remaining, and to which, whenever he or she is absent, the person has the intention of returning. At a give time, a person may have only one domicile (California Elections Code 349). I further affirm that I am a registered voter of the City of Oakdale. Pursuant to Elections Code 201, no person is eligible to be elected or appointed to an elective office unless that person is a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person or at the time of the person’s appointment.

I declare under penalty of perjury that I meet the statutory and constitutional qualifications for this office, including but not limited to citizenship and residency, and fully understand that willfully making a false statement may result in being unable to run for office or forfeiture of holding office, if successful.

Candidate’s Signature

Date

City of Oakdale

Attn: Julie Christel, Deputy City Clerk
280 North Third Avenue, Oakdale, CA 95361
Phone: (209) 845-3573 Fax: (209) 847-6834

REQUEST: Candidate Registration Verification

Candidate for office of: _____ District # _____
(Office Sought) (if applicable)

Candidate Name: _____
(Print) (Date of Birth)

Residence Address: _____
(Physical Residence Address)

(City)

(Candidate Signature) (Date)

Stanislaus County Registrar of Voters

1021 I Street, Suite 101, Modesto, CA 95354
Phone: (209) 525-5201 Fax: (209) 525-5802



RESPONSE: Candidate Registration Verification

The voter registration status of the person listed above is:

VERIFIED: Currently registered within district of office sought

NOT VERIFIED: For the following reason

- _____ Not a registered voter
- _____ Not registered within district of office sought
- _____ Not registered at address listed above
- _____ Other: See comments below

Date of last registration: _____

Comments: _____

Verified By: _____ Date: _____
Stanislaus County Registrar of Voters (Deputy)

Date Issued: _____

Elections Official

By: _____

Nomination Paper

Official Filing Form

(Elections Code §§ 100, 102, 10220-10230)

Date Filed: _____

Elections Official

By: _____

We, the undersigned voters of the City of _____
 hereby nominate _____
Candidate Name

for the office of _____ Full Term Short Term
Office Title Division / Area (if applicable)

to be voted for at the **General Election to be held on November 3, 2020.**

	NAME	RESIDENCE ADDRESS (Do not list mailing address)	VERIFICATION (To be entered by Elections Official)
1	Print Name..... Sign Name.....		
2	Print Name..... Sign Name.....		
3	Print Name..... Sign Name.....		
4	Print Name..... Sign Name.....		
5	Print Name..... Sign Name.....		
6	Print Name..... Sign Name.....		
7	Print Name..... Sign Name.....		
8	Print Name..... Sign Name.....		
9	Print Name..... Sign Name.....		
10	Print Name..... Sign Name.....		
11	Print Name..... Sign Name.....		
12	Print Name..... Sign Name.....		
13	Print Name..... Sign Name.....		
14	Print Name..... Sign Name.....		
15	Print Name..... Sign Name.....		

SAMPLE

	NAME	RESIDENCE ADDRESS (Do not list mailing address)	VERIFICATION (To be entered by Elections Official)
16	Print Name..... Sign Name.....	
17	Print Name..... Sign Name.....	
18	Print Name..... Sign Name.....	
19	Print Name..... Sign Name.....	
20	Print Name..... Sign Name.....	
21	Print Name..... Sign Name.....	
22	Print Name..... Sign Name.....	
23	Print Name..... Sign Name.....	
24	Print Name..... Sign Name.....	
25	Print Name..... Sign Name.....	
26	Print Name..... Sign Name.....	
27	Print Name..... Sign Name.....	
28	Print Name..... Sign Name.....	
29	Print Name..... Sign Name.....	
30	Print Name..... Sign Name.....	

SAMPLE

AFFIDAVIT OF CIRCULATOR

(To be completed in circulator's own hand)

- I, _____, solemnly swear (or affirm) all of the following: 1. That I am 18 years of age or older.
Print Name
2. That my residence address, including street, house number and city is: _____.
 If no street or number exists, a designation of my residence adequate to readily ascertain its location is: _____.
3. That the signatures on this section of the nomination paper were obtained between _____, 20_____,
 and _____, 20_____; that I circulated the petition and I witnessed the signatures on this section of the nomination
 paper being written; and that, to the best of my information and belief, each signature is the genuine signature of the person whose name
 it purports to be.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed by me at _____, _____
Place Date

 Circulator's Signature

**AFFIDAVIT OF THE NOMINEE
AND OATH OF OFFICE**

(Elections Code §§ 200, 10223, 10226, 10512)

Date Filed: _____

Elections Official
By: _____

State of California
County of Stanislaus } ss.

_____ being duly sworn, says that he or she is the above-named nominee for the office of _____, that he or she will accept the office in the event of his or her election, that he or she desires his or her name and ballot designation to appear on the ballot as follows:

Print Name in ALL CAPS as you want it to appear on the ballot
(no title or degree is allowed before or after your name)

Print ballot designation to appear under your name on the ballot

Candidate initials
if preferring no designation:

Residence Address: _____.

I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed by me at _____ on _____
Place Date

Signature of Candidate



**California Secretary of State
BALLOT DESIGNATION WORKSHEET**

(Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

This entire form **must be completed**, or it will not be accepted and you will **not** be entitled to a ballot designation. **DO NOT LEAVE ANY RESPONSE SPACES BLANK.** If information requested is not applicable, please write "N/A" in the space provided, otherwise the information **MUST** be provided. **UPON FILING, THIS WORKSHEET WILL BE A PUBLIC RECORD.**

Candidate Information	1	Candidate Name: _____	Gender (optional, for translation use only): _____			
		Office: _____	Email: _____			
		Home Address: _____				
		Mailing Address: _____				
		Business Address: _____				
		Phone Number(s)				
Business:	Home/Mobile:		Fax:			

Attorney Information	2	Attorney Name (or other person authorized to act on your behalf): _____		
		Address: _____		
		Phone Number(s)		
		Business:	Mobile:	Fax:

You may select as your ballot designation one of the following designations:

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a slash ("/")].
- (b) The full title of the public office you currently occupy and to which you were elected.
- (c) "Appointed [full title of public office]" if you currently serve by appointment in an elective public office and are seeking election to the same office or to some other office.
- (d) "Incumbent" if you were elected (or, if you are a Superior Court Judge, you are a candidate for the same office that you hold) to your current public office and seek election to the same office.
- (e) "Appointed Incumbent" if you were appointed to your current elective public office and seek election to the same office.

Proposed Ballot Designation(s)	3	Proposed Ballot Designation(s): _____
		Alternate Ballot Designation(s) 1: _____
		Alternate Ballot Designation(s) 2: _____

In the spaces provided on the next page(s):

- (a) Describe why you believe you are entitled to use the proposed ballot designation.
- (b) If your proposed ballot designation contains one or more slashes ("/") separating words in your ballot designation for separate principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.
- (c) Attach any documents or exhibits that you believe support your proposed ballot designation.
- (d) If using the title of an elective office, attach a copy of your certificate of election or appointment.
- (e) Any supporting documents will not be returned to you. **Do not submit originals.**

It is your responsibility to justify your proposed ballot designation and to provide all requested details.

If your proposed ballot designation includes the word "volunteer," indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved. You may only use the ballot designation "community volunteer" if you volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency or an educational institution. You may not use "community volunteer" together with another designation.



If your proposed ballot designation contains **one or more slashes (“/”)** separating multiple principal profession(s), vocation(s), or occupation(s) (collectively known as “PVOs”), **complete a justification section for each separate PVO.**

Justification for use of Proposed Ballot Designation(s)
 If you are proposing alternate ballot designations, please provide justification for use of those on **Page 3.**

4

Justification for use of 1st PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 2nd PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 3rd PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:

Before signing below, answer/initial the following questions. Does your proposed ballot designation:

- | | | | |
|-----|--|--|---------------|
| 1) | Use only a portion of the title of your current elected office? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 2) | Non-judicial candidates: Use only the word “Incumbent” for an elective office to which you were appointed? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 3) | Use more than three total words for your principal professions, vocations, or occupations? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 4) | Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 5) | Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation, or occupations? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 6) | Abbreviate the word “retired”? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 7) | Place the word “retired” after the words it modifies? Example: Accountant, retired | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 8) | Use an word or prefix (except “retired”) such as “former” or “ex-” to refer to a former profession, vocation, or occupation? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 9) | Use the word “retired” along with a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 10) | Use the name of a political party or political body? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 11) | Refer to a racial, religious, or ethnic group? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 12) | Refer to any activity prohibited by law? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |

If the answer to any of these questions is “yes,” your proposed ballot designation is likely to be rejected.

X	<div style="display: flex; justify-content: space-between; align-items: center;"> / / </div>
Candidate’s Signature	Date Signed: Month Day Year

For your reference, attached are [Elections Code sections 13107, 13107.3, and 13107.5](#), and [California Code of Regulations \(CCR\), title 2, section 20711](#). You also may wish to consult [CCR, title 2, sections, 20712-20719](#) (found at www.sos.ca.gov).



COMPLETE THIS PAGE ONLY IF one or more **Alternate Ballot Designation(s)** are provided. If this page is not applicable, **please initial:** _____.

Justification for
 Alternate Ballot
 Designation(s) 1

A

Justification for use of 1st PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 2nd PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 3rd PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:

Justification for
 Alternate Ballot
 Designation(s) 2

B

Justification for use of 1st PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 2nd PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 3rd PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:



California Secretary of State
BALLOT DESIGNATION WORKSHEET
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For your reference, the relevant provisions of Elections Code section 13107 are reproduced below:

(a) With the exception of candidates for Justice of the State Supreme Court or court of appeal, immediately under the name of each candidate, and not separated from the name by any line, unless the designation made by the candidate pursuant to Section 8002.5 must be listed immediately below the name of the candidate pursuant to Section 13105, and in that case immediately under the designation, may appear at the option of the candidate only one of the following designations:

(1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people.

(2) The word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people.

(3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

(4) The phrase "appointed incumbent" if the candidate holds an office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.

(b) (1) Except as specified in paragraph (2), for candidates for judicial office, immediately under the name of each candidate, and not separated from the name by any line, only one of the following designations may appear at the option of the candidate:

(A) Words designating the city, county, district, state, or federal office held by the candidate at the time of filing the nomination documents.

(B) The word "incumbent" if the candidate is a candidate for the same office that he or she holds at the time of filing the nomination papers.

(C) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

(2) For a candidate for judicial office who is an active member of the State Bar employed by a city, county, district, state, or by the United States, the designation shall appear as one of the following:

(A) Words designating the actual job title, as defined by statute, charter, or other governing instrument.

(B) One of the following ballot designations: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

(3) A designation made pursuant to subparagraph (A) of paragraph (1) or paragraph (2) shall also contain relevant qualifiers, as follows:

(A) If the candidate is an official or employee of a city, the name of the city shall appear preceded by the words "City of."

(B) If the candidate is an official or employee of a county, the name of the county shall appear preceded by the words "County of."

(C) If the candidate is an official or employee of a city and county, the name of the city and county shall appear preceded by the words "City and County."

(D) If the candidate performs quasi-judicial functions for a governmental agency, the full name of the agency shall be included.

(c) A candidate for superior court judge who is an active member of the State Bar and practices law as one of his or her principal professions shall use one of the following ballot designations as his or her ballot designation: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

(d) For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

(e) The Secretary of State and any other elections official shall not accept a designation of which any of the following would be true:

(1) It would mislead the voter.



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Page 5

(2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.

(3) It abbreviates the word "retired" or places it following any word or words which it modifies.

(4) It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."

(5) It uses the name of any political party, whether or not it has qualified for the ballot.

(6) It uses a word or words referring to a racial, religious, or ethnic group.

(7) It refers to any activity prohibited by law.

(f) If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate's ballot designation worksheet.

(1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a) or (b).

(2) If a candidate fails to provide a designation that complies with subdivision (a) or (b) within the three-day period specified in paragraph (1), a designation shall not appear after the candidate's name.

(g) A designation given by a candidate shall not be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (f) or as provided in subdivision (h). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.

(h) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days before the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.

For your reference, Elections Code section 13107.3 is reproduced below:

(a) A candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State.

(b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her declaration of candidacy.

(c) In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate's name on the ballot.

For your reference, Elections Code section 13107.5 is reproduced below:

(a) A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:

(1) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.

(2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.

(3) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation.

(b) The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.

For your reference, California Code of Regulations section 20711 is reproduced below:

(a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code § 13107, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.

(b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.



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BALLOT DESIGNATION WORKSHEET
Page 6

(c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

- (1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;
- (2) A designation of the office for which the candidate is seeking election;
- (3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;
- (4) The proposed ballot designation submitted by the candidate;
- (5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;
- (6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:
 - (A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;
 - (B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;
 - (C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate shall indicate:
 - (i) The title of the position or positions which he or she claims supports the proposed ballot designation;
 - (ii) The dates during which the candidate held such position;
 - (iii) A description of the work he or she performs in the position;
 - (iv) The name of the candidate's business or employer;
 - (v) The name and telephone number of a person or persons who could verify such information; and
 - (vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).
 - (D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.
- (d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.
- (e) If a candidate requests a change of his or her ballot designation pursuant to Elections Code § 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.

CANDIDATE'S STATEMENT OF QUALIFICATIONS

(Elections Code Sections 13307, 13308, 13309 and 13311) Official Filing Form

Candidate for _____
(Title of Office)
of _____
(Name of Local Agency, County or District/Seat)

to be elected at the **General Election**
(Title of Election)
to be held on **Tuesday, November 3, 2020**
(Date of Election)

Return your **typed statement in Word format on a computer disc** to the Election Official. The Election Official will print and attach the statement below. (Discs will be returned upon request.)

Elections Code 13312

The deposit required for printing and mailing this candidate statement is:

\$ _____ ♦ _____ Initials

INSTRUCTIONS TO CANDIDATE:

This statement may include your name, age, occupation and a brief description of not more than **200** words of your education and qualifications. All statements will be printed in a style determined by the governing body conducting the election. Please refer to the applicable codes found on the back of this form.

Please check carefully for errors before filing! The Registrar of Voters office will not correct or be liable for statements submitted with errors in spelling, punctuation or grammar. The printed form submitted below shall be the final version used in the voter information pamphlet.

"In the event there is no opposition for this contest, do not print this statement" _____ Initials/Date

I submit the following statement:

Name: _____ **Age (Optional):** _____

Occupation (Optional): _____

Education and Qualifications:

(Word count starts here. Please type.)

If additional space is required, attach a supplemental **signed** sheet.

- I do not wish to file a statement.
- Pursuant to EC 13307 by my signature below I state that I prepared the above statement and give the Stanislaus County Registrar of Voters (ROV) permission to print the information in a voter's information pamphlet to mail to each registered voter in my district and to post it on the ROV internet website, per Government Code 6254.21. I further state that the cost of printing is the responsibility of the candidate and I will pay for the prorated cost of the statement at such time as instructed by the officer conducting the election. **I understand that this is an estimated printing cost deposit and I will be billed for the difference if the actual cost exceeds the deposit and I will be sent a refund if the actual cost is less than the deposit.**
- I am indigent and unable to pay for my prorated costs in advance. Attached is a financial statement pursuant to Elections Code Section 13309 and a release authorizing you to obtain a copy of my most recent federal income tax form. I certify under penalty of perjury under the laws of the State of California that the financial statement is true and correct.

(Signature of Candidate)

(Print Name as Signed)

(Date)

California Elections Code: Section 13307. (a) (1) Preparation and form of candidate statement. 13307(a)

(1) Each candidate for nonpartisan elective office in any local agency, including any city, county, city and county, or district, may prepare a candidate's statement on an appropriate form provided by the elections official. The statement may include the name, age and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself or herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. (2) The statement authorized by this subdivision shall be filed in the office of the elections official when the candidate's nomination papers are returned for filing, if it is for a primary election, or for an election for offices for which there is no primary. The statement shall be filed in the office of the elections official no later than the 88th day before the election, if it is for an election for which nomination papers are not required to be filed. If a runoff election or general election occurs within 88 days of the primary or first election, the statement shall be filed with the elections official by the third day following the governing body's declaration of the results from the primary or first election. (3) Except as provided in Section 13309, the statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5 p.m. of the next working day after the close of the nomination period. (4) Notwithstanding paragraph (2) of this subdivision, a candidate for a judicial office shall have until 5 p.m. on the 83rd day before the election to file a candidate statement as authorized by this section. This paragraph shall remain in effect only until January 1, 2007, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2007, deletes or extends that date. (b) The elections official shall send to each voter, together with the sample ballot, a voter's pamphlet which contains the written statements of each candidate that is prepared pursuant to this section. The statement of each candidate shall be printed in type of uniform size and darkness, and with uniform spacing. The elections official shall provide a Spanish translation to those candidates who wish to have one, and shall select a person to provide that translation from the list of approved Spanish language translators and interpreters of the superior court of the county or from an institution accredited by the Western Association of Schools and Colleges. (c) The local agency may estimate the total cost of printing, handling, translating, and mailing the candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the federal Voting Rights Act of 1965, as amended. The local agency may require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event the estimated payment is required, the receipt for the payment shall include a written notice that the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the elections official is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the elections official may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the elections official shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election. (d) Nothing in this section shall be deemed to make any statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous, or libelous statements offered for printing or contained in the voter's pamphlet. (e) Before the nominating period opens, the local agency for that election shall determine whether a charge shall be levied against that candidate for the candidate's statement sent to each voter. This decision shall not be revoked or modified after the seventh day prior to the opening of the nominating period. A written statement of the regulations with respect to charges for handling, packaging, and mailing shall be provided to each candidate or his or her representative at the time he or she picks up the nomination papers. (f) For purposes of this section and Section 13310, the board of supervisors shall be deemed the governing body of judicial elections.

Section 13308. Candidate's statement may make no reference to another candidate.

In addition to the restrictions set forth in Section 13307, any candidate's statement submitted pursuant to Section 13307 shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. The elections official shall not cause to be printed or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited by this section.

Section 13309. (a) Alleged indigency; procedures. Notwithstanding Section 13307, if a candidate alleges to be indigent and unable to pay in advance the requisite fee for submitting a candidate statement, the candidate shall submit to the local agency a statement of financial worth to be used in determining whether or not he or she is eligible to submit a candidate statement without payment of the fee in advance. (b) The statement of financial worth required by this section shall be submitted by the candidate together with his or her candidate statement in accordance with the deadline specified in Section 13307. The statement of financial worth form shall be furnished by the local agency, and may include questions relating to the candidate's employer, income, real estate holdings, tangible personal property, and financial obligations. The candidate shall certify the content of the statement as to its truth and correctness under penalty of perjury. The candidate shall also sign a release form of the candidate's most recent federal income tax report. (c) Upon receipt of a statement of financial worth, a determination shall be made by the local agency of whether or not the candidate is indigent. The local agency shall notify the candidate of its findings. (d) If it is determined that the candidate is not indigent, the candidate shall, within three days of the notification, excluding Saturdays, Sundays, and state holidays, withdraw the statement or pay the requisite fee. If the candidate fails to respond within the time prescribed, the local agency shall not be obligated to print and mail the statement. (e) If the local agency determines that the candidate is indigent, the local agency shall print and mail the statement. (f) Nothing in this section shall prohibit the elections official from billing the candidate his or her actual pro rata share of the cost after the election.

Section 13311. Notwithstanding the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code), the statements filed pursuant to Section 13307 shall remain confidential until the expiration of the filing deadline.

Section 9. (a) Counting of words, for purposes of this code, shall be as follows: (1) Punctuation is not counted. (2) Each word shall be counted as one word except as specified in this section. (3) All geographical names shall be considered as one word; for example, "City and County of San Francisco" shall be counted as one word. (4) Each abbreviation for a word, phrase, or expression shall be counted as one word. (5) Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word. (6) Dates consisting of a combination of words and digits shall be counted as two words. Dates consisting only of a combination of digits shall be counted as one word. (7) Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. "One" shall be counted as one word whereas "one hundred" shall be counted as two words. "100" shall be counted as one word. (8) Telephone numbers shall be counted as one word. (9) Internet web site addresses shall be counted as one word. (b) This section shall not apply to counting words for ballot designations under Section 13107.



Withdrawal of Candidate's Statement of Qualifications

I, _____, candidate for the office of _____, wish
to withdraw my Candidate's Statement of Qualifications, for the City of _____
General Municipal Election on November 3, 2020, as permitted by Section 13307 (a) (3) of the
Elections Code.

Candidate's Signature

Date

Code of Fair Campaign Practices

Election Code 20440

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold, in order that, after vigorously contested, but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

- (1) I SHALL CONDUCT my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties which merit this criticism.
- (2) I SHALL NOT USE OR PERMIT the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.
- (3) I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on a candidate's actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, sexual orientation, sex, including gender identity, or any other characteristic set forth in Section 12940 of the Government Code, or association with another person who has any of the actual or perceived characteristics set forth in Section 12940 of the Government Code.
- (4) I SHALL NOT USE OR PERMIT any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.
- (5) I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees.
- (6) I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE support deriving from any individual or group that resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics that I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.
- (7) I SHALL DEFEND AND UPHOLD the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of California or treasurer or chairperson of a committee making any independent expenditures, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

Print Name

Signature

Date

Office Sought



Webpage Program and Media Release

The City of Oakdale will be posting information regarding the November 3, 2020, General Municipal Election on the City's webpage, www.oakdalegov.com. In addition to general information regarding voting, absentee ballots, polling information, and the election calendar, we will also be posting candidate's Statement of Economic Interests, campaign statements, candidate's statement of qualifications, and a photograph of each of the candidates. All of these documents are public records.

Please indicate whether or not you would be interesting in having your photograph on the City of Oakdale webpage.

- Yes, I am interested in participating in the City of Oakdale General Municipal Election Candidate's Webpage Program. I will provide you with my official photograph no later than the close of the nomination period.
- No, I am not interested in participating in the Program. I understand that under my name will appear the words, "No picture available."

Candidate's Signature

Date

Who Files:

A candidate for state or local office must file this form for each election, including reelection to the same office. Exception: Candidates for county central committee that do not raise or spend \$2,000 or more in a calendar year are not required to file a Form 501.

When to File:

File the Form 501 before you solicit or receive any contributions or before you make expenditures from personal funds on behalf of your candidacy. This form is considered filed the date it is postmarked or hand delivered. Ensure campaign deadlines are met. Go to www.fppc.ca.gov for most campaign disclosure filing schedules or check with your local filing officer.

Where to File:

State Candidates (including Judges):

Secretary of State
Political Reform Division
1500 11th Street, Room 495
Sacramento, CA 95814
Phone (916) 653-6224
www.sos.ca.gov

Local Candidates:

Generally your county election office or city clerk.
Electronic filing may be required.

Bank Account:

A separate campaign bank account must be established including for campaigns that are self-funded by the candidate. A bank account is not required if a candidate will not receive any contributions or make personal expenditures of less than \$2,000 in a calendar year. The filing and statement of qualification fees are not included in calculating the \$2,000.

How to Complete:

All candidates: Complete Parts 1 and 3.

Candidates for elective state office: Complete Parts 1, 2, and 3.

Exception: Candidates for an election to the California Public Employees' Retirement Board, the State Teachers' Retirement Board, judges, and judicial candidates do not complete Part 2.

Part 1. Candidate Information

- Enter your name and street address.
- Enter the title of the office sought, agency name, and district number if any (e.g., City Council Member, City of Smalltown, Dist. 5).
- Enter your political party preference if seeking a partisan office. For a list of qualified political parties, go to: www.sos.ca.gov/elections/political-parties/qualified-political-parties/.
- Check the appropriate box regarding the office's jurisdiction.

Part 2. Voluntary Expenditure Ceiling

This section applies to certain candidates for elective state office, including State Senate and Assembly and statewide offices.

The voluntary expenditure ceiling applicable to your office is set forth in FPPC Regulation 18545. You must state whether you accept or reject the expenditure ceiling. Candidates who accept the voluntary expenditure limit will be designated in either the state voter information guide (statewide candidates) or the county voter information guide (Senate and Assembly candidates) and may purchase space for a 250-word statement there.

You may amend the Form 501 to change your

acceptance or rejection of the voluntary expenditure ceiling only under the following circumstances:

- Between the date of filing an initial Form 501 for an election and the deadline for filing nomination papers for that election, you may amend your statement of acceptance or rejection of the voluntary expenditure ceiling no more than two times as long as the limit has not been exceeded.
- If you reject the voluntary expenditure ceiling in the primary or special election but do not exceed the ceiling during that election, you may amend the Form 501 to accept the expenditure ceiling for the general or special runoff election and receive all of the benefits accompanying the acceptance of the expenditure ceiling. The amended Form 501 must be filed within 14 days following the primary or special election.

Personal Funds Notification:

You must disclose, if applicable, the date you contribute personal funds to your own campaign that exceed the expenditure ceiling. File an amended Form 501 within 24 hours by guaranteed overnight delivery, personal delivery, or, if applicable, by electronic means.

Part 3. Verification

The verification is signed under penalty of perjury. This form was prepared by the Fair Political Practices Commission (FPPC). For detailed information on campaign reporting requirements and the Information Practices Act of 1977, see the FPPC Campaign Disclosure Manual for your type of committee.

Candidate Intention Statement

Date Stamp	CALIFORNIA FORM 501
	For Official Use Only

Check One: Initial Amendment (Explain) _____

1. Candidate Information:

NAME OF CANDIDATE (Last, First Middle Initial)	DAYTIME TELEPHONE NUMBER () ()	FAX NUMBER (optional) () ()	EMAIL (optional)
STREET ADDRESS	CITY	STATE	ZIP CODE
OFFICE SOUGHT (POSITION TITLE)	AGENCY NAME	DISTRICT NUMBER, if applicable.	NON-PARTISAN OFFICE
OFFICE JURISDICTION	PARTY PREFERENCE: (Check one box, if applicable.)		
State (Complete Part 2.)	PRIMARY / GENERAL		
City County Multi-County: _____ (Name of Multi-County Jurisdiction)	(Year of Election)	SPECIAL / RUNOFF	

2. State Candidate Expenditure Limit Statement:

(CalPERS and CalSTRS candidates, judges, judicial candidates, and candidates for local offices do not complete Part 2.)

(Check one box)

I accept the voluntary expenditure ceiling for the election stated above.

I do not accept the voluntary expenditure ceiling for the election stated above.

Amendment:

I did not exceed the expenditure ceiling in the primary or special election held on ____/____/____ and I accept the voluntary expenditure ceiling for the general or special run-off election.

(Mark if applicable)

On, ____/____/____ I contributed personal funds in excess of the expenditure ceiling for the election stated above.

3. Verification:

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____ Signature _____
(month, day, year) (Candidate)

2019-2020 Statement of Economic Interests



Form 700

A Public Document

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Helpful Resources

- Video Tutorials
- Reference Pamphlet
- Excel Version
- FAQs
- Gift and Travel Fact Sheet for State and Local Officials

California Fair Political Practices Commission

1102 Q Street, Suite 3000 • Sacramento, CA 95811

Email Advice: advice@fppc.ca.gov

Toll-free advice line: 1 (866) ASK-FPPC • 1 (866) 275-3772

Telephone: (916) 322-5660 • Website: www.fppc.ca.gov

December 2019

Quick Start Guide

Detailed instructions begin on page 3.

WHEN IS THE ANNUAL STATEMENT DUE?

- March 2 – Elected State Officers, Judges and Court Commissioners, State Board and Commission members listed in Government Code Section 87200
- April 1 – Most other filers

WHERE DO I FILE?

Most people file the Form 700 with their agency. If you're not sure where to file your Form 700, contact your filing officer or the person who asked you to complete it.

ITEMS TO NOTE!

- The Form 700 is a public document.
- Only filers serving in active military duty may receive an extension on the filing deadline.
- You must also report interests held by your spouse or registered domestic partner.
- Your agency's conflict of interest code will help you to complete the Form 700. You are encouraged to get your conflict of interest code from the person who asked you to complete the Form 700.

NOTHING TO REPORT?

Mark the "No reportable interests" box on Part 4 of the Cover Page, and submit only the signed Cover Page. Please review each schedule carefully!

Schedule	Common Reportable Interests	Common Non-Reportable Interests
A-1: Investments	Stocks, including those held in an IRA or 401K. Each stock must be listed.	Insurance policies, government bonds, diversified mutual funds, funds similar to diversified mutual funds.
A-2: Business Entities/Trusts	Business entities, sole proprietorships, partnerships, LLCs, corporations and trusts. (e.g., Form 1099 filers).	Savings and checking accounts, and annuities.
B: Real Property	Rental property in filer's jurisdiction, or within two miles of the boundaries of the jurisdiction.	A residence used exclusively as a personal residence (such as a home or vacation property).
C: Income	Non-governmental salaries. Note that filers are required to report only half of their spouse's or partner's salary.	Governmental salary (from school district, for example).
D: Gifts	Gifts from businesses, vendors, or other contractors (meals, tickets, etc.).	Gifts from family members.
E: Travel Payments	Travel payments from third parties (not your employer).	Travel paid by your government agency.

Note: Like reportable interests, non-reportable interests may also create conflicts of interest and could be grounds for disqualification from certain decisions.

QUESTIONS?

- advice@fppc.ca.gov
- (866) 275-3772 Mon-Thurs, 9-11:30 a.m.

E-FILING ISSUES?

- If using your agency's system, please contact technical support at your agency.
- If using FPPC's e-filing system, write to form700@fppc.ca.gov.

What's New

Gift Limit Increase

The gift limit increased to **\$500** for calendar years 2019 and **2020**.

Who must file:

- Elected and appointed officials and candidates listed in Government Code Section 87200
- Employees, appointed officials, and consultants filing pursuant to a conflict of interest code ("code filers").
Obtain your disclosure categories, which describe the interests you must report, from your agency; they are not part of the Form 700
- Candidates running for local elective offices that are designated in a conflict of interest code (e.g., county sheriffs, city clerks, school board trustees, and water board members)

Exception:

- Candidates for a county central committee are not required to file the Form 700.
- Members of newly created boards and commissions not yet covered under a conflict of interest code
- Employees in newly created positions of existing agencies

For more information, see Reference Pamphlet, page 3, at www.fppc.ca.gov.

Where to file:

87200 Filers

State offices	⇒	Your agency
Judicial offices	⇒	The clerk of your court
Retired Judges	⇒	Directly with FPPC
County offices	⇒	Your county filing official
City offices	⇒	Your city clerk
Multi-County offices	⇒	Your agency

Code Filers — State and Local Officials, Employees, and Consultants Designated in a Conflict of Interest

Code: File with your agency, board, or commission unless otherwise specified in your agency's code (e.g., Legislative staff files directly with FPPC). In most cases, the agency, board, or commission will retain the statements.

Members of Boards and Commissions of Newly Created Agencies:

File with your newly created agency or with your agency's code reviewing body.

Employees in Newly Created Positions of Existing Agencies:

File with your agency or with your agency's code reviewing body. (See Reference Pamphlet, page 3.)

Candidates: File with your local elections office.

How to file:

The Form 700 is available at www.fppc.ca.gov. Form 700 schedules are also available in Excel format. All

statements must have an original "wet" signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2.

When to file:

Annual Statements

⇒ March 2, 2020

- Elected State Officers
- Judges and Court Commissioners
- State Board and State Commission Members listed in Government Code Section 87200

⇒ April 1, 2020

- Most other filers

Individuals filing under conflict of interest codes in city and county jurisdictions should verify the annual filing date with their local filing officers.

Statements postmarked by the filing deadline are considered filed on time.

Statements of 30 pages or less may be emailed or faxed by the deadline as long as the originally signed paper version is sent by first class mail to the filing official within 24 hours.

Assuming Office and Leaving Office Statements

Most filers file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended conflict of interest code.

Exception:

If you assumed office between October 1, 2019, and December 31, 2019, and filed an assuming office statement, you are not required to file an annual statement until March 2, 2021, or April 1, 2021, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2020. (See Reference Pamphlet, page 6, for additional exceptions.)

Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents. A candidate statement is not required if you filed an assuming office or annual statement for the same jurisdiction within 60 days before filing a declaration of candidacy or other nomination documents.

Late Statements

There is no provision for filing deadline extensions unless the filer is serving in active military duty. (See page 19 for information on penalties and fines.)

Amendments

Statements may be amended at any time. You are only required to amend the schedule that needs to be revised. It is not necessary to amend the entire filed form. Obtain amendment schedules at www.fppc.ca.gov.

Types of Statements

Assuming Office Statement:

If you are a newly appointed official or are newly employed in a position designated, or that will be designated, in a state or local agency's conflict of interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in.

- Report: Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position.

For positions subject to confirmation by the State Senate or the Commission on Judicial Appointments, your assuming office date is the date you were appointed or nominated to the position.

- Example: Maria Lopez was nominated by the Governor to serve on a state agency board that is subject to state Senate confirmation. The assuming office date is the date Maria's nomination is submitted to the Senate. Maria must report investments, interests in real property, and business positions she holds on that date, and income (including loans, gifts, and travel payments) received during the 12 months prior to that date.

If your office or position has been added to a newly adopted or newly amended conflict of interest code, use the effective date of the code or amendment, whichever is applicable.

- Report: Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment.

Annual Statement:

Generally, the period covered is January 1, 2019, through December 31, 2019. If the period covered by the statement is different than January 1, 2019, through December 31, 2019, (for example, you assumed office between October 1, 2018, and December 31, 2018 or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2019.

- If your disclosure category changes during a reporting period, disclose under the old category until the effective date of the conflict of interest code amendment and disclose under the new disclosure category through the end of the reporting period.

Leaving Office Statement:

Generally, the period covered is January 1, 2019, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2019, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2018, and December 31, 2018, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Report: Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2019.

Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Do not change the preprinted dates on Schedules A-1, A-2, and B.

Candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, or water district board members) must file candidate statements, as required by the conflict of interest code for the elected position. The code may be obtained from the agency of the elected position.

Amendments:

If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not necessary to refile the entire form. Obtain amendment schedules from the FPPC website at www.fppc.ca.gov.

Note: Once you file your statement, you may not withdraw it. All changes must be noted on amendment schedules.

STATEMENT OF ECONOMIC INTERESTS
COVER PAGE
A PUBLIC DOCUMENT

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

State Judge, Retired Judge, Pro Tem Judge, or Court Commissioner (Statewide Jurisdiction)
Multi-County County of
City of Other

3. Type of Statement (Check at least one box)

Annual: The period covered is January 1, 2019, through December 31, 2019. Leaving Office: Date Left (Check one circle.)
-or- The period covered is through December 31, 2019. The period covered is January 1, 2019, through the date of leaving office.
-or- Assuming Office: Date assumed The period covered is through the date of leaving office.
Candidate: Date of Election and office sought, if different than Part 1:

4. Schedule Summary (must complete) ► Total number of pages including this cover page:

Schedules attached

Schedule A-1 - Investments – schedule attached Schedule C - Income, Loans, & Business Positions – schedule attached
Schedule A-2 - Investments – schedule attached Schedule D - Income – Gifts – schedule attached
Schedule B - Real Property – schedule attached Schedule E - Income – Gifts – Travel Payments – schedule attached

-or- **None - No reportable interests on any schedule**

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER EMAIL ADDRESS
()

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed Signature
(month, day, year) (File the originally signed paper statement with your filing official.)

Instructions Cover Page

Enter your name, mailing address, and daytime telephone number in the spaces provided. **Because the Form 700 is a public document, you may list your business/office address instead of your home address.**

Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. Consultants must enter the public agency name rather than their private firm's name. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court)
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45). **Do not use acronyms.**
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst)
- If you hold multiple positions (i.e., a city council member who also is a member of a county board or commission), you may be required to file statements with each agency. To simplify your filing obligations, you may complete an expanded statement.
 - To do this, enter the name of the other agency(ies) with which you are required to file and your position title(s) in the space provided. **Do not use acronyms.** Attach an additional sheet if necessary. Complete one statement covering the disclosure requirements for all positions. Each copy must contain an original signature. Therefore, before signing the statement, make a copy for each agency. Sign each copy with an original signature and file with each agency.

If you assume or leave a position after a filing deadline, you must complete a separate statement. For example, a city council member who assumes a position with a county special district after the April annual filing deadline must file a separate assuming office statement. In subsequent years, the city council member may expand his or her annual filing to include both positions.

Example:

Brian Bourne is a city council member for the City of Lincoln and a board member for the Camp Far West Irrigation District – a multi-county agency that covers Placer and Yuba counties. Brian will complete one Form 700 using full disclosure (as required for the city position) and covering interests in both Placer and Yuba counties (as required for the multi-county position) and list both positions on the Cover Page. Before signing the statement, Brian will make a copy and sign both statements. One statement will be filed with City of Lincoln and the other will be filed with Camp Far West Irrigation District. Both will contain an original signature.

Part 2. Jurisdiction of Office

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction. All other filers should review the Reference Pamphlet, page 13, to determine their jurisdiction.

- If your agency is a multi-county office, list each county in which your agency has jurisdiction.
- If your agency is not a state office, court, county office, city office, or multi-county office (e.g., school districts, special districts and JPAs), check the “other” box and enter the county or city in which the agency has jurisdiction.

Example:

This filer is a member of a water district board with jurisdiction in portions of Yuba and Sutter Counties.

1. Office, Agency, or Court	
Agency Name (Do not use acronyms) Feather River Irrigation District	
Division, Board, Department, District, if applicable N/A	Your Position Board Member
▶ If filing for multiple positions, list below or on an attachment. (Do not use acronyms)	
Agency: N/A	Position:
2. Jurisdiction of Office (Check at least one box)	
<input type="checkbox"/> State	<input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction)
<input checked="" type="checkbox"/> Multi-County Yuba & Sutter Counties	<input type="checkbox"/> County of _____
<input type="checkbox"/> City of _____	<input type="checkbox"/> Other _____

Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2019 annual statement, **do not** change the pre-printed dates to reflect 2020. Your annual statement is used for reporting the **previous year's** economic interests. Economic interests for your annual filing covering January 1, 2020, through December 31, 2020, will be disclosed on your statement filed in 2021. See Reference Pamphlet, page 4.

Combining Statements: Certain types of statements may be combined. For example, if you leave office after January 1, but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. File by the earliest deadline. Consult your filing officer or the FPPC.

Part 4. Schedule Summary

- Complete the Schedule Summary after you have reviewed each schedule to determine if you have reportable interests.
- Enter the total number of completed pages including the cover page and either check the box for each schedule you use to disclose interests; **or** if you have nothing to disclose on any schedule, check the “No reportable interests” box. Please **do not** attach any blank schedules.

Part 5. Verification

Complete the verification by signing the statement and entering the date signed. All statements must have an original “wet” signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2.

When you sign your statement, you are stating, under penalty of perjury, that it is true and correct. Only the filer has authority to sign the statement. An unsigned statement is not considered filed and you may be subject to late filing penalties.

SCHEDULE A-1

Investments

Stocks, Bonds, and Other Interests

(Ownership Interest is Less Than 10%)

Investments must be itemized.

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION
Name _____

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/19 ____/____/19
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/19 ____/____/19
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/19 ____/____/19
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/19 ____/____/19
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/19 ____/____/19
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/19 ____/____/19
ACQUIRED DISPOSED

Comments: _____

Instructions – Schedules A-1 and A-2 Investments

“Investment” means a financial interest in any business entity (including a consulting business or other independent contracting business) that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency’s jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period. (See Reference Pamphlet, page 13.)

Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts and managed investment funds (See Reference Pamphlet, page 13.)
- Sole proprietorships
- Your own business or your spouse’s or registered domestic partner’s business (See Reference Pamphlet, page 8, for the definition of “business entity.”)
- Your spouse’s or registered domestic partner’s investments even if they are legally separate property
- Partnerships (e.g., a law firm or family farm)
- Investments in reportable business entities held in a retirement account (See Reference Pamphlet, page 15.)
- If you, your spouse or registered domestic partner, and dependent children together had a 10% or greater ownership interest in a business entity or trust (including a living trust), you must disclose investments held by the business entity or trust. (See Reference Pamphlet, page 16, for more information on disclosing trusts.)
- Business trusts

You are not required to disclose:

- Government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. (See Reference Pamphlet, page 13.) (Regulation 18237)
- Bank accounts, savings accounts, money market accounts and certificates of deposits
- Insurance policies
- Annuities
- Commodities
- Shares in a credit union
- Government bonds (including municipal bonds)
- Retirement accounts invested in non-reportable interests (e.g., insurance policies, mutual funds, or government bonds) (See Reference Pamphlet, page 15.)

- Government defined-benefit pension plans (such as CalPERS and CalSTRS plans)
- Certain interests held in a blind trust (See Reference Pamphlet, page 16.)

Use Schedule A-1 to report ownership of less than 10% (e.g., stock). Schedule C (Income) may also be required if the investment is not a stock or corporate bond. (See second example below.)

Use Schedule A-2 to report ownership of 10% or greater (e.g., a sole proprietorship).

To Complete Schedule A-1:

Do not attach brokerage or financial statements.

- Disclose the name of the business entity.
- Provide a general description of the business activity of the entity (e.g., pharmaceuticals, computers, automobile manufacturing, or communications).
- Check the box indicating the highest fair market value of your investment during the reporting period. If you are filing a candidate or an assuming office statement, indicate the fair market value on the filing date or the date you took office, respectively. (See page 20 for more information.)
- Identify the nature of your investment (e.g., stocks, warrants, options, or bonds).
- An acquired or disposed of date is only required if you initially acquired or entirely disposed of the investment interest during the reporting period. The date of a stock dividend reinvestment or partial disposal is not required. Generally, these dates will not apply if you are filing a candidate or an assuming office statement.

Examples:

Frank Byrd holds a state agency position. His conflict of interest code requires full disclosure of investments. Frank must disclose his stock holdings of \$2,000 or more in any company that is located in or does business in California, as well as those stocks held by his spouse or registered domestic partner and dependent children.

Alice Lance is a city council member. She has a 4% interest, worth \$5,000, in a limited partnership located in the city. Alice must disclose the partnership on Schedule A-1 and income of \$500 or more received from the partnership on Schedule C.

Reminders

- Do you know your agency’s jurisdiction?
- Did you hold investments at any time during the period covered by this statement?
- Code filers – your disclosure categories may only require disclosure of specific investments.

SCHEDULE A-2

Investments, Income, and Assets of Business Entities/Trusts

(Ownership Interest is 10% or Greater)

CALIFORNIA FORM 700

FAIR POLITICAL PRACTICES COMMISSION

Name _____

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one
 Trust, go to 2 Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:	
\$0 - \$1,999	____/____/19	____/____/19
\$2,000 - \$10,000	ACQUIRED	DISPOSED
\$10,001 - \$100,000		
\$100,001 - \$1,000,000		
Over \$1,000,000		

NATURE OF INVESTMENT
 Partnership Sole Proprietorship _____ Other

YOUR BUSINESS POSITION _____

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

\$0 - \$499	\$10,001 - \$100,000
\$500 - \$1,000	OVER \$100,000
\$1,001 - \$10,000	

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)

None or Names listed below _____

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:
 INVESTMENT REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property _____

Description of Business Activity or City or Other Precise Location of Real Property _____

FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:	
\$2,000 - \$10,000	____/____/19	____/____/19
\$10,001 - \$100,000	ACQUIRED	DISPOSED
\$100,001 - \$1,000,000		
Over \$1,000,000		

NATURE OF INTEREST
 Property Ownership/Deed of Trust Stock Partnership

Leasehold _____ Other _____
Yrs. remaining

Check box if additional schedules reporting investments or real property are attached

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one
 Trust, go to 2 Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:	
\$0 - \$1,999	____/____/19	____/____/19
\$2,000 - \$10,000	ACQUIRED	DISPOSED
\$10,001 - \$100,000		
\$100,001 - \$1,000,000		
Over \$1,000,000		

NATURE OF INVESTMENT
 Partnership Sole Proprietorship _____ Other

YOUR BUSINESS POSITION _____

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

\$0 - \$499	\$10,001 - \$100,000
\$500 - \$1,000	OVER \$100,000
\$1,001 - \$10,000	

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)

None or Names listed below _____

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:
 INVESTMENT REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property _____

Description of Business Activity or City or Other Precise Location of Real Property _____

FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:	
\$2,000 - \$10,000	____/____/19	____/____/19
\$10,001 - \$100,000	ACQUIRED	DISPOSED
\$100,001 - \$1,000,000		
Over \$1,000,000		

NATURE OF INTEREST
 Property Ownership/Deed of Trust Stock Partnership

Leasehold _____ Other _____
Yrs. remaining

Check box if additional schedules reporting investments or real property are attached

Instructions – Schedule A-2

Investments, Income, and Assets of Business Entities/Trusts

Use Schedule A-2 to report investments in a business entity (including a consulting business or other independent contracting business) or trust (including a living trust) in which you, your spouse or registered domestic partner, and your dependent children, together or separately, had a 10% or greater interest, totaling \$2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction. (See Reference Pamphlet, page 13.) A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. Do not report a trust that contains non-reportable interests. For example, a trust containing only your personal residence not used in whole or in part as a business, your savings account, and some municipal bonds, is not reportable.

Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the investment or real property interest was \$2,000 or more during the reporting period.

To Complete Schedule A-2:

Part 1. Disclose the name and address of the business entity or trust. If you are reporting an interest in a business entity, check "Business Entity" and complete the box as follows:

- Provide a general description of the business activity of the entity.
- Check the box indicating the highest fair market value of your investment during the reporting period.
- If you initially acquired or entirely disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (i.e., if you were a director, officer, partner, trustee, employee, or held any position of management). A business position held by your spouse is not reportable.

Part 2. Check the box indicating **your pro rata** share of the **gross** income received **by** the business entity or trust. This amount includes your pro rata share of the **gross** income **from** the business entity or trust, as well as your community property interest in your spouse's or registered domestic partner's share. Gross income is the total amount of income before deducting expenses, losses, or taxes.

Part 3. Disclose the name of each source of income that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction, as follows:

- Disclose each source of income and outstanding loan **to the business entity or trust** identified in Part 1 if your pro rata share of the **gross** income (including your community property interest in your spouse's or registered domestic partner's share) to the business entity or trust from that source was \$10,000 or more during the reporting

period. (See Reference Pamphlet, page 11, for examples.) Income from governmental sources may be reportable if not considered salary. See Regulation 18232. Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.

- Disclose each individual or entity that was a source of commission income of \$10,000 or more during the reporting period through the business entity identified in Part 1. (See Reference Pamphlet, page 8.)

You may be required to disclose sources of income located outside your jurisdiction. For example, you may have a client who resides outside your jurisdiction who does business on a regular basis with you. Such a client, if a reportable source of \$10,000 or more, must be disclosed.

Mark "None" if you do not have any reportable \$10,000 sources of income to disclose. Phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" are not adequate disclosure. (See Reference Pamphlet, page 14, for information on procedures to request an exemption from disclosing privileged information.)

Part 4. Report any investments or interests in real property held or leased **by the entity or trust** identified in Part 1 if your pro rata share of the interest held was \$2,000 or more during the reporting period. Attach additional schedules or use FPPC's Form 700 Excel spreadsheet if needed.

- Check the applicable box identifying the interest held as real property or an investment.
- If investment, provide the name and description of the business entity.
- If real property, report the precise location (e.g., an assessor's parcel number or address).
- Check the box indicating the highest fair market value of your interest in the real property or investment during the reporting period. (Report the fair market value of the portion of your residence claimed as a tax deduction if you are utilizing your residence for business purposes.)
- Identify the nature of your interest.
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property or investment during the reporting period.

SCHEDULE B
Interests in Real Property
 (Including Rental Income)

Name _____

▶ ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS _____

CITY _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000			
\$10,001 - \$100,000	____/____/19	____/____/19	
\$100,001 - \$1,000,000	ACQUIRED	DISPOSED	
Over \$1,000,000			

NATURE OF INTEREST

Ownership/Deed of Trust	Easement
Leasehold _____	_____
Yrs. remaining	Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

\$0 - \$499	\$500 - \$1,000	\$1,001 - \$10,000
\$10,001 - \$100,000	OVER \$100,000	

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

None

▶ ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS _____

CITY _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000			
\$10,001 - \$100,000	____/____/19	____/____/19	
\$100,001 - \$1,000,000	ACQUIRED	DISPOSED	
Over \$1,000,000			

NATURE OF INTEREST

Ownership/Deed of Trust	Easement
Leasehold _____	_____
Yrs. remaining	Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

\$0 - \$499	\$500 - \$1,000	\$1,001 - \$10,000
\$10,001 - \$100,000	OVER \$100,000	

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

None

* You are not required to report loans from a commercial lending institution made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER* _____

ADDRESS (Business Address Acceptable) _____

BUSINESS ACTIVITY, IF ANY, OF LENDER _____

INTEREST RATE TERM (Months/Years)

_____%	None	_____
--------	------	-------

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000	\$1,001 - \$10,000
\$10,001 - \$100,000	OVER \$100,000

Guarantor, if applicable _____

NAME OF LENDER* _____

ADDRESS (Business Address Acceptable) _____

BUSINESS ACTIVITY, IF ANY, OF LENDER _____

INTEREST RATE TERM (Months/Years)

_____%	None	_____
--------	------	-------

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000	\$1,001 - \$10,000
\$10,001 - \$100,000	OVER \$100,000

Guarantor, if applicable _____

Comments: _____

Instructions – Schedule B Interests in Real Property

Report interests in real property located in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more any time during the reporting period. Real property is also considered to be "within the jurisdiction" of a local government agency if the property or any part of it is located within two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the local government agency. (See Reference Pamphlet, page 13.)

Interests in real property include:

- An ownership interest (including a beneficial ownership interest)
- A deed of trust, easement, or option to acquire property
- A leasehold interest (See Reference Pamphlet, page 14.)
- A mining lease
- An interest in real property held in a retirement account (See Reference Pamphlet, page 15.)
- An interest in real property held by a business entity or trust in which you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater ownership interest (Report on Schedule A-2.)
- Your spouse's or registered domestic partner's interests in real property that are legally held separately by him or her

You are not required to report:

- A residence, such as a home or vacation cabin, used exclusively as a personal residence (However, a residence in which you rent out a room or for which you claim a business deduction may be reportable. If reportable, report the fair market value of the portion claimed as a tax deduction.)
- Some interests in real property held through a blind trust (See Reference Pamphlet, page 16.)
 - **Please note:** A non-reportable property can still be grounds for a conflict of interest and may be disqualifying.

To Complete Schedule B:

- Report the precise location (e.g., an assessor's parcel number or address) of the real property.
- Check the box indicating the fair market value of your interest in the property (regardless of what you owe on the property).
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property during the reporting period.
- Identify the nature of your interest. If it is a leasehold,

Reminders

- Income and loans already reported on Schedule B are not also required to be reported on Schedule C.
- Real property already reported on Schedule A-2, Part 4 is not also required to be reported on Schedule B.
- Code filers – do your disclosure categories require disclosure of real property?

disclose the number of years remaining on the lease.

- If you received rental income, check the box indicating the gross amount you received.
- If you had a 10% or greater interest in real property and received rental income, list the name of the source(s) if your pro rata share of the gross income from any single tenant was \$10,000 or more during the reporting period. If you received a total of \$10,000 or more from two or more tenants acting in concert (in most cases, this will apply to married couples), disclose the name of each tenant. Otherwise, mark "None."
- Loans from a private lender that total \$500 or more and are secured by real property may be reportable. **Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.**

When reporting a loan:

- Provide the name and address of the lender.
- Describe the lender's business activity.
- Disclose the interest rate and term of the loan. For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was established.
- Check the box indicating the highest balance of the loan during the reporting period.
- Identify a guarantor, if applicable.

If you have more than one reportable loan on a single piece of real property, report the additional loan(s) on Schedule C.

Example:

Allison Gande is a city planning commissioner. During the reporting period, she received rental income of \$12,000, from a single tenant who rented property she owned in the city's jurisdiction. If Allison received \$6,000 each from two tenants, the tenants' names would not be required because no single tenant paid her \$10,000 or more. A married couple is considered a single tenant.

ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS 4600 24th Street	
CITY Sacramento	
FAIR MARKET VALUE <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input checked="" type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	IF APPLICABLE, LIST DATE: ACQUIRED _____ / ____ / 18 DISPOSED _____ / ____ / 18
NATURE OF INTEREST <input type="checkbox"/> Ownership/Deed of Trust <input type="checkbox"/> Easement <input type="checkbox"/> Leasehold _____ Yrs. remaining _____ Other _____	
IF RENTAL PROPERTY, GROSS INCOME RECEIVED <input type="checkbox"/> \$0 - \$499 <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input checked="" type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	
SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more. <input type="checkbox"/> None Henry Wells	
NAME OF LENDER* Sophia Petroillo	
ADDRESS (Business Address Acceptable) 2121 Blue Sky Parkway, Sacramento	
BUSINESS ACTIVITY, IF ANY, OF LENDER Restaurant Owner	
INTEREST RATE 8 % <input type="checkbox"/> None	TERM (Months/Years) 15 Years
HIGHEST BALANCE DURING REPORTING PERIOD <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input checked="" type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	
<input type="checkbox"/> Guarantor, if applicable	
Comments: _____	

Instructions – Schedule C

Income, Loans, & Business Positions

(Income Other Than Gifts and Travel Payments)

Reporting Income:

Report the source and amount of gross income of \$500 or more you received during the reporting period. Gross income is the total amount of income before deducting expenses, losses, or taxes and includes loans other than loans from a commercial lending institution. (See Reference Pamphlet, page 11.) You must also report the source of income to your spouse or registered domestic partner if your community property share was \$500 or more during the reporting period.

The source and income must be reported only if the source is located in, doing business in, planning to do business in, or has done business during the previous two years in your agency's jurisdiction. (See Reference Pamphlet, page 13.) Reportable sources of income may be further limited by your disclosure category located in your agency's conflict of interest code.

Reporting Business Positions:

You must report your job title with each reportable business entity even if you received no income during the reporting period. Use the comments section to indicate that no income was received.

Commonly reportable income and loans include:

- Salary/wages, per diem, and reimbursement for expenses including travel payments provided by your employer
- Community property interest (50%) in your spouse's or registered domestic partner's income - **report the employer's name and all other required information**
- Income from investment interests, such as partnerships, reported on Schedule A-1
- Commission income not required to be reported on Schedule A-2 (See Reference Pamphlet, page 8.)
- Gross income from any sale, including the sale of a house or car (Report your pro rata share of the total sale price.)
- Rental income not required to be reported on Schedule B
- Prizes or awards not disclosed as gifts
- Payments received on loans you made to others
- An honorarium received prior to becoming a public official (See Reference Pamphlet, page 10.)
- Incentive compensation (See Reference Pamphlet, page 12.)

Reminders

- Code filers – your disclosure categories may not require disclosure of all sources of income.
- If you or your spouse or registered domestic partner are self-employed, report the business entity on Schedule A-2.
- Do not disclose on Schedule C income, loans, or business positions already reported on Schedules A-2 or B.

You are not required to report:

- Salary, reimbursement for expenses or per diem, or social security, disability, or other similar benefit payments received by you or your spouse or registered domestic partner from a federal, state, or local government agency.
- Stock dividends and income from the sale of stock unless the source can be identified.
- Income from a PERS retirement account.

(See Reference Pamphlet, page 12.)

To Complete Schedule C:

Part 1. Income Received/Business Position Disclosure

- Disclose the name and address of each source of income or each business entity with which you held a business position.
- Provide a general description of the business activity if the source is a business entity.
- Check the box indicating the amount of gross income received.
- Identify the consideration for which the income was received.
- For income from commission sales, check the box indicating the gross income received and list the name of each source of commission income of \$10,000 or more. (See Reference Pamphlet, page 8.) **Note: If you receive commission income on a regular basis or have an ownership interest of 10% or more, you must disclose the business entity and the income on Schedule A-2.**
- Disclose the job title or business position, if any, that you held with the business entity, even if you did not receive income during the reporting period.

Part 2. Loans Received or Outstanding During the Reporting Period

- Provide the name and address of the lender.
- Provide a general description of the business activity if the lender is a business entity.
- Check the box indicating the highest balance of the loan during the reporting period.
- Disclose the interest rate and the term of the loan.
 - For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period.
 - The term of the loan is the total number of months or years given for repayment of the loan at the time the loan was entered into.
- Identify the security, if any, for the loan.

SCHEDULE D
Income – Gifts

Name _____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

Comments: _____

Instructions – Schedule D Income – Gifts

A gift is anything of value for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is \$50 or more. In addition, multiple gifts totaling \$50 or more received during the reporting period from a single source must be reported.

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is unknown, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over \$50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary. You may indicate an intermediary either in the "source" field after the name or in the "comments" section at the bottom of Schedule D.

Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events
- Tickets/passes to amusement parks
- Parking passes not used for official agency business
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status
- Wedding gifts (See Reference Pamphlet, page 16)
- An honorarium received prior to assuming office (You may report an honorarium as income on Schedule C, rather than as a gift on Schedule D, if you provided services of equal or greater value than the payment received. See Reference Pamphlet, page 10.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

Reminders

- Gifts from a single source are subject to a \$500 limit in 2019. (See Reference Pamphlet, page 10.)
- Code filers – you only need to report gifts from reportable sources.

Gift Tracking Mobile Application

- FPPC has created a gift tracking app for mobile devices that helps filers track gifts and provides a quick and easy way to upload the information to the Form 700. Visit FPPC's website to download the app.

You are not required to disclose:

- Gifts that were not used and that, within 30 days after receipt, were returned to the donor or delivered to a charitable organization or government agency without being claimed by you as a charitable contribution for tax purposes
- Gifts from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, and certain other family members (See Regulation 18942 for a complete list.). The exception does not apply if the donor was acting as an agent or intermediary for a reportable source who was the true donor.
- Gifts of similar value exchanged between you and an individual, other than a lobbyist registered to lobby your state agency, on holidays, birthdays, or similar occasions
- Gifts of informational material provided to assist you in the performance of your official duties (e.g., books, pamphlets, reports, calendars, periodicals, or educational seminars)
- A monetary bequest or inheritance (However, inherited investments or real property may be reportable on other schedules.)
- Personalized plaques or trophies with an individual value of less than \$250
- Campaign contributions
- Up to two tickets, for your own use, to attend a fundraiser for a campaign committee or candidate, or to a fundraiser for an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. The ticket must be received from the organization or committee holding the fundraiser.
- Gifts given to members of your immediate family if the source has an established relationship with the family member and there is no evidence to suggest the donor had a purpose to influence you. (See Regulation 18943.)
- Free admission, food, and nominal items (such as a pen, pencil, mouse pad, note pad or similar item) available to all attendees, at the event at which the official makes a speech (as defined in Regulation 18950(b)(2)), so long as the admission is provided by the person who organizes the event.
- Any other payment not identified above, that would otherwise meet the definition of gift, where the payment is made by an individual who is not a lobbyist registered to lobby the official's state agency, where it is clear that the gift was made because of an existing personal or business relationship unrelated to the official's position and there is no evidence whatsoever at the time the gift is made to suggest the donor had a purpose to influence you.

To Complete Schedule D:

- Disclose the full name (not an acronym), address, and, if a business entity, the business activity of the source.
- Provide the date (month, day, and year) of receipt, and disclose the fair market value and description of the gift.

SCHEDULE E
Income – Gifts
Travel Payments, Advances,
and Reimbursements

Name _____

- Mark either the gift or income box.
- Mark the “501(c)(3)” box for a travel payment received from a nonprofit 501(c)(3) organization or the “Speech” box if you made a speech or participated in a panel. Per Government Code Section 89506, these payments may not be subject to the gift limit. However, they may result in a disqualifying conflict of interest.
- For gifts of travel, provide the travel destination.

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

 Made a Speech/Participated in a Panel _____

 Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

 Made a Speech/Participated in a Panel _____

 Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

 Made a Speech/Participated in a Panel _____

 Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

 Made a Speech/Participated in a Panel _____

 Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

Comments: _____

Instructions – Schedule E Travel Payments, Advances, and Reimbursements

Travel payments reportable on Schedule E include advances and reimbursements for travel and related expenses, including lodging and meals.

Gifts of travel may be subject to the gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you have received a gift in excess of the gift limit, you may wish to provide a specific description of the purpose of your travel. (See the FPPC fact sheet entitled “Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans” to read about travel payments under section 89506(a).)

You are **not** required to disclose:

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received, such as reimbursement for travel on agency business from your government agency employer.
- A payment for travel from another local, state, or federal government agency and related per diem expenses when the travel is for education, training or other inter-agency programs or purposes.
- Travel payments received from your employer in the normal course of your employment that are included in the income reported on Schedule C.
- A travel payment that was received from a nonprofit entity exempt from taxation under Internal Revenue Code Section 501(c)(3) for which you provided equal or greater consideration, such as reimbursement for travel on business for a 501(c)(3) organization for which you are a board member.

Note: Certain travel payments may not be reportable if reported via email on Form 801 by your agency.

To Complete Schedule E:

- Disclose the full name (not an acronym) and address of the source of the travel payment.
- Identify the business activity if the source is a business entity.
- Check the box to identify the payment as a gift or income, report the amount, and disclose the date(s).
 - **Travel payments are gifts** if you did not provide services that were equal to or greater in value than the payments received. You must disclose gifts totaling \$500 or more from a single source during the period covered by the statement.

When reporting travel payments that are gifts, you must provide a description of the gift, the **date(s)** received, and the **travel destination**.

- **Travel payments are income** if you provided services that were equal to or greater in value than the

payments received. You must disclose income totaling \$500 or more from a single source during the period covered by the statement. You have the burden of proving the payments are income rather than gifts. When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments that are income.

Example:

City council member MaryClaire Chandler is the chair of a 501(c)(6) trade association, and the association pays for her travel to attend its meetings. Because MaryClaire is deemed to be providing equal or greater consideration for the travel payment by virtue of serving on the board, this payment may be reported as income. Payments for MaryClaire to attend other events for which she is not providing services are likely considered gifts. Note that the same payment from a 501(c)3 would NOT be reportable.

▶ NAME OF SOURCE (Not an Acronym)	
Health Services Trade Association	
ADDRESS (Business Address Acceptable)	
1230 K Street, Suite 610	
CITY AND STATE	
Sacramento, CA	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
Association of Healthcare Workers	
DATE(S):	AMT: \$ 550.00
(if gift)	
▶ MUST CHECK ONE: <input type="checkbox"/> Gift -or- <input checked="" type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description <u>Travel reimbursement for board meeting.</u>	
▶ If Gift, Provide Travel Destination _____	

Example:

Mayor Kim travels to China on a trip organized by China Silicon Valley Business Development, a California nonprofit, 501(c)(6) organization. The Chengdu Municipal People’s Government pays for Mayor Kim’s airfare and travel costs, as well as his meals and lodging during the trip. The trip’s agenda shows that the trip’s purpose is to promote job creation and economic activity in China and in Silicon Valley, so the trip is reasonably related to a governmental purpose. Thus, Mayor Kim must report the gift of travel, but the gift is exempt from the gift limit. In this case, the travel payments are not subject to the gift limit because the source is a foreign government and because the travel is reasonably related to a governmental purpose. (Section 89506(a)(2).) Note that Mayor Kim could be disqualified from participating in or making decisions about The Chengdu Municipal People’s Government for 12 months. Also note that if China Silicon Valley Business Development (a 501(c)(6) organization) paid for the travel costs rather than the governmental organization, the payments would be subject to the gift limits. (See the FPPC fact sheet, Limitations and Restrictions on Gifts, Honoraria, Travel and Loans, at www.fppc.ca.gov.)

▶ NAME OF SOURCE (Not an Acronym)	
Chengdu Municipal People’s Government	
ADDRESS (Business Address Acceptable)	
2 Caoshi St. CaoShiJie, Qingyang Qu, Chengdu Shi,	
CITY AND STATE	
Sichuan Sheng, China, 610000	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
DATE(S):	AMT: \$ 3,874.38
(if gift)	
▶ MUST CHECK ONE: <input checked="" type="checkbox"/> Gift -or- <input type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description <u>Travel reimbursement for trip to China.</u>	
▶ If Gift, Provide Travel Destination <u>Sichuan Sheng, China</u>	

Restrictions and Prohibitions

The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees to publicly disclose their personal assets and income. They also must disqualify themselves from participating in decisions that may affect their personal economic interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the law's provisions.

Gift Prohibition

Gifts received by most state and local officials, employees, and candidates are subject to a limit. In 2019-2020, the gift limit is \$500 from a single source during a calendar year.

Additionally, state officials, state candidates, and certain state employees are subject to a \$10 limit per calendar month on gifts from lobbyists and lobbying firms registered with the Secretary of State. See Reference Pamphlet, page 10.

State and local officials and employees should check with their agency to determine if other restrictions apply.

Disqualification

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions that will affect their economic interests. This may include interests they are not required to disclose. For example, a personal residence is often not reportable, but may be grounds for disqualification. Specific disqualification requirements apply to 87200 filers (e.g., city councilmembers, members of boards of supervisors, planning commissioners, etc.). These officials must publicly identify the economic interest that creates a conflict of interest and leave the room before a discussion or vote takes place at a public meeting. For more information, consult Government Code Section 87105, Regulation 18707, and the Guide to Recognizing Conflicts of Interest page at www.fppc.ca.gov.

Honorarium Ban

Most state and local officials, employees, and candidates are prohibited from accepting an honorarium for any speech given, article published, or attendance at a conference, convention, meeting, or like gathering. (See Reference Pamphlet, page 10.)

Loan Restrictions

Certain state and local officials are subject to restrictions on loans. (See Reference Pamphlet, page 14.)

Post-Governmental Employment

There are restrictions on representing clients or employers before former agencies. The provisions apply to elected state officials, most state employees, local elected officials, county chief administrative officers, city managers, including the chief administrator of a city, and general managers or chief administrators of local special districts and JPAs. The FPPC website has fact sheets explaining the provisions.

Late Filing

The filing officer who retains originally-signed or electronically filed statements of economic interests may impose on an individual a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties may be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's Enforcement Division (and, in some cases, to the Attorney General or district attorney) for investigation and possible prosecution. In addition to the late filing penalties, a fine of up to \$5,000 per violation may be imposed.

For assistance concerning reporting, prohibitions, and restrictions under the Act:

- Email questions to advice@fppc.ca.gov.
- Call the FPPC toll-free at (866) 275-3772.

Form 700 is a Public Document Public Access Must Be Provided

Statements of Economic Interests are public documents. The filing officer must permit any member of the public to inspect and receive a copy of any statement.

- Statements must be available as soon as possible during the agency's regular business hours, but in any event not later than the second business day after the statement is received. Access to the Form 700 is not subject to the Public Records Act procedures.
- No conditions may be placed on persons seeking access to the forms.
- No information or identification may be required from persons seeking access.
- Reproduction fees of no more than 10 cents per page may be charged.

Questions and Answers

General

- Q. What is the reporting period for disclosing interests on an assuming office statement or a candidate statement?
- A. On an assuming office statement, disclose all reportable investments, interests in real property, and business positions held on the date you assumed office. In addition, you must disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you assumed office.

On a candidate statement, disclose all reportable investments, interests in real property, and business positions held on the date you file your declaration of candidacy. You must also disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you file your declaration of candidacy.

- Q. I hold two other board positions in addition to my position with the county. Must I file three statements of economic interests?
- A. Yes, three are required. However, you may complete one statement listing the county and the two boards on the Cover Page or an attachment as the agencies for which you will be filing. Report your economic interests using the largest jurisdiction and highest disclosure requirements assigned to you by the three agencies. Make two copies of the entire statement before signing it, sign each copy with an original signature, and distribute one original to the county and to each of the two boards. Remember to complete separate statements for positions that you leave or assume during the year.

- Q. I am a department head who recently began acting as city manager. Should I file as the city manager?
- A. Yes. File an assuming office statement as city manager. Persons serving as “acting,” “interim,” or “alternate” must file as if they hold the position because they are or may be performing the duties of the position.

- Q. My spouse and I are currently separated and in the process of obtaining a divorce. Must I still report my spouse’s income, investments, and interests in real property?
- A. Yes. A public official must continue to report a spouse’s economic interests until such time as dissolution of marriage proceedings is final. However, if a separate property agreement has been reached prior to that time, your estranged spouse’s income may not have to be reported. Contact the FPPC for more information.

- Q. As a designated employee, I left one state agency to work for another state agency. Must I file a leaving office statement?
- A. Yes. You may also need to file an assuming office statement for the new agency.

Investment Disclosure

- Q. I have an investment interest in shares of stock in a company that does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?
- A. Probably. The definition of “doing business in the jurisdiction” is not limited to whether the business has an office or physical location in your jurisdiction. (See Reference Pamphlet, page 13.)
- Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?
- A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.
- Q. I am required to report all investments. I have an IRA that contains stocks through an account managed by a brokerage firm. Must I disclose these stocks even though they are held in an IRA and I did not decide which stocks to purchase?
- A. Yes. Disclose on Schedule A-1 or A-2 any stock worth \$2,000 or more in a business entity located in or doing business in your jurisdiction.
- Q. The value of my stock changed during the reporting period. How do I report the value of the stock?
- A. You are required to report the highest value that the stock reached during the reporting period. You may use your monthly statements to determine the highest value. You may also use the entity’s website to determine the highest value. You are encouraged to keep a record of where you found the reported value. Note that for an assuming office statement, you must report the value of the stock on the date you assumed office.

Questions and Answers Continued

Q. I am the sole owner of my business, an S-Corporation. I believe that the nature of the business is such that it cannot be said to have any "fair market value" because it has no assets. I operate the corporation under an agreement with a large insurance company. My contract does not have resale value because of its nature as a personal services contract. Must I report the fair market value for my business on Schedule A-2 of the Form 700?

A. Yes. Even if there are no *tangible* assets, intangible assets, such as relationships with companies and clients are commonly sold to qualified professionals. The "fair market value" is often quantified for other purposes, such as marital dissolutions or estate planning. In addition, the IRS presumes that "personal services corporations" have a fair market value. A professional "book of business" and the associated goodwill that generates income are not without a determinable value. The Form 700 does not require a precise fair market value; it is only necessary to check a box indicating the broad range within which the value falls.

Q. I own stock in IBM and must report this investment on Schedule A-1. I initially purchased this stock in the early 1990s; however, I am constantly buying and selling shares. Must I note these dates in the "Acquired" and "Disposed" fields?

A. No. You must only report dates in the "Acquired" or "Disposed" fields when, during the reporting period, you initially purchase a reportable investment worth \$2,000 or more or when you dispose of the entire investment. You are not required to track the partial trading of an investment.

Q. On last year's filing I reported stock in Encoe valued at \$2,000 - \$10,000. Late last year the value of this stock fell below and remains at less than \$2,000. How should this be reported on this year's statement?

A. You are not required to report an investment if the value was less than \$2,000 during the **entire** reporting period. However, because a disposed date is not required for stocks that fall below \$2,000, you may want to report the stock and note in the "comments" section that the value fell below \$2,000. This would be for informational purposes only; it is not a requirement.

Q. We have a Section 529 account set up to save money for our son's college education. Is this reportable?

A. If the Section 529 account contains reportable interests (e.g., common stock valued at \$2,000 or more), those interests are reportable (not the actual Section 529 account). If the account contains solely mutual funds, then nothing is reported.

Income Disclosure

Q. I reported a business entity on Schedule A-2. Clients of my business are located in several states. Must I report all clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2, Part 3?

A. No, only the clients located in or doing business on a regular basis in your jurisdiction must be disclosed.

Q. I believe I am not required to disclose the names of clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2 because of their right to privacy. Is there an exception for reporting clients' names?

A. Regulation 18740 provides a procedure for requesting an exemption to allow a client's name not to be disclosed if disclosure of the name would violate a legally recognized privilege under California or Federal law. This regulation may be obtained from our website at www.fppc.ca.gov. (See Reference Pamphlet, page 14.)

Q. I am sole owner of a private law practice that is not reportable based on my limited disclosure category. However, some of the sources of income to my law practice are from reportable sources. Do I have to disclose this income?

A. Yes, even though the law practice is not reportable, reportable sources of income to the law practice of \$10,000 or more must be disclosed. This information would be disclosed on Schedule C with a note in the "comments" section indicating that the business entity is not a reportable investment. The note would be for informational purposes only; it is not a requirement.

Questions and Answers Continued

Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or Schedule C?

A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. (See Reference Pamphlet, page 8.)

Q. My husband is a partner in a four-person firm where all of his business is based on his own billings and collections from various clients. How do I report my community property interest in this business and the income generated in this manner?

A. If your husband's investment in the firm is 10% or greater, disclose 100% of his share of the business on Schedule A-2, Part 1 and 50% of his income on Schedule A-2, Parts 2 and 3. For example, a client of your husband's must be a source of at least \$20,000 during the reporting period before the client's name is reported.

Q. How do I disclose my spouse's or registered domestic partner's salary?

A. Report the name of the employer as a source of income on Schedule C.

Q. I am a doctor. For purposes of reporting \$10,000 sources of income on Schedule A-2, Part 3, are the patients or their insurance carriers considered sources of income?

A. If your patients exercise sufficient control by selecting you instead of other doctors, then your patients, rather than their insurance carriers, are sources of income to you. (See Reference Pamphlet, page 14.)

Q. I received a loan from my grandfather to purchase my home. Is this loan reportable?

A. No. Loans received from family members are not reportable.

Q. Many years ago, I loaned my parents several thousand dollars, which they paid back this year. Do I need to report this loan repayment on my Form 700?

A. No. Payments received on a loan made to a family member are not reportable.

Real Property Disclosure

Q. During this reporting period we switched our principal place of residence into a rental. I have full disclosure and the property is located in my agency's jurisdiction, so it is now reportable. Because I have not reported this property before, do I need to show an "acquired" date?

A. No, you are not required to show an "acquired" date because you previously owned the property. However, you may want to note in the "comments" section that the property was not previously reported because it was used exclusively as your residence. This would be for informational purposes only; it is not a requirement.

Q. I am a city manager, and I own a rental property located in an adjacent city, but one mile from the city limit. Do I need to report this property interest?

A. Yes. You are required to report this property because it is located within 2 miles of the boundaries of the city you manage.

Q. Must I report a home that I own as a personal residence for my daughter?

A. You are not required to disclose a home used as a personal residence for a family member unless you receive income from it, such as rental income.

Q. I am a co-signer on a loan for a rental property owned by a friend. Since I am listed on the deed of trust, do I need to report my friend's property as an interest in real property on my Form 700?

A. No. Simply being a co-signer on a loan for property does not create a reportable interest in real property for you.

Gift Disclosure

Q. If I received a reportable gift of two tickets to a concert valued at \$100 each, but gave the tickets to a friend because I could not attend the concert, do I have any reporting obligations?

A. Yes. Since you accepted the gift and exercised discretion and control of the use of the tickets, you must disclose the gift on Schedule D.

Questions and Answers Continued

- Q. Julia and Jared Benson, a married couple, want to give a piece of artwork to a county supervisor. Is each spouse considered a separate source for purposes of the gift limit and disclosure?
- A. Yes, each spouse may make a gift valued at the gift limit during a calendar year. For example, during 2019 the gift limit was \$500, so the Bensons may have given the supervisor artwork valued at no more than \$1,000. The supervisor must identify Jared and Julia Benson as the sources of the gift.
- Q. I received free admission to an educational conference related to my official duties. Part of the conference fees included a round of golf. Is the value of the golf considered informational material?
- A. No. The value of personal benefits, such as golf, attendance at a concert, or sporting event, are gifts subject to reporting and limits.
- Q. I am a Form 700 filer with full disclosure. Our agency holds a holiday raffle to raise funds for a local charity. I bought \$10 worth of raffle tickets and won a gift basket valued at \$120. The gift basket was donated by Doug Brewer, a citizen in our city. At the same event, I bought raffle tickets for, and won a quilt valued at \$70. The quilt was donated by a coworker. Are these reportable gifts?
- A. Because the gift basket was donated by an outside source (not an agency employee), you have received a reportable gift valued at \$110 (the value of the basket less the consideration paid). The source of the gift is Doug Brewer and the agency is disclosed as the intermediary. Because the quilt was donated by an employee of your agency, it is not a reportable gift.
- Q. My agency is responsible for disbursing grants. An applicant (501(c)(3) organization) met with agency employees to present its application. At this meeting, the applicant provided food and beverages. Would the food and beverages be considered gifts to the employees? These employees are designated in our agency's conflict of interest code and the applicant is a reportable source of income under the code.
- A. Yes. If the value of the food and beverages consumed by any one filer, plus any other gifts received from the same source during the reporting period total \$50 or more, the food and beverages would be reported using the fair market value and would be subject to the gift limit.

Statement of Organization Recipient Committee

Who Files

Recipient Committees: Persons (including an officeholder or candidate), organizations, groups, or other entities that raise contributions from others totaling \$2,000 or more in a calendar year to spend on California elections. They must register with the Secretary of State and report all receipts and expenditures. "Contributions" include monetary payments, loans and non-monetary goods and services received or made for a political purpose.

Candidates: The personal funds of a candidate or officeholder used to seek or hold elective office are contributions and count toward qualifying as a recipient committee. However, personal funds used to pay a candidate filing fee or a fee for the statement of qualifications to appear in the ballot pamphlet do not count toward the \$2,000 threshold.

Multipurpose Organizations: A nonprofit organization, federal or out-of-state PAC, or other multipurpose organization that makes contributions or expenditures in California elections may also be required to register as a recipient committee with the Secretary of State. See the Fact Sheet on Multipurpose Organizations Reporting Political Spending and the Supplemental Form 410 Instructions.

When to File

File this form within 10 days of receiving \$2,000 in contributions. Include a \$50 payment made payable to the Secretary of State. Thereafter, the \$50 fee is due annually no later than January 15. In addition to the \$50 fee, a penalty of \$150 may be assessed if payment is late.

For early submissions, mark the "not yet qualified" box. The \$50 fee is requested at this time but is not legally required until the committee qualification threshold has been met.

Where to File

All Committees: Form 410 with original ink signature(s)
Secretary of State
Political Reform Division
1500 11th Street, Rm 495
Sacramento, CA 95814

County & City

Committees: Also file a copy with the local filing officer who will receive the original campaign statements.

Read instructions carefully as a Form 410 will be rejected if all applicable sections are not completed.

Committee ID Number

The committee's ID number will be posted at cal-access.sos.ca.gov. To receive an official, stamped copy of your approved Form 410, send a request, the original form, two copies of the form, and a self-addressed, stamped envelope, to the Secretary of State.

Amendments

When information contained in the committee's Statement of Organization changes, file an amendment within 10 days of the change with the Secretary of State and local filing officer (if applicable). During the period 16 days before an election, file an amendment within 24 hours as described below.

24-Hour Reporting

In addition to the 10-day rule to file an original

Form 410:

- A recipient committee that qualifies during the 16 days prior to an election in which it must file pre-election statements must file a Form 410 within 24 hours of qualification with the filing officer who will receive the committee's original disclosure statements.
- A recipient committee that qualifies during the 90 days prior to an election or on the date of the election in which the committee makes independent expenditures of \$1,000 or more to support or oppose a candidate in that election must file the Form 410 within 24 hours of qualification with the filing officer who will receive the committee's original disclosure statements and with the filing officer(s) for the candidate(s) supported or opposed by the independent expenditure.
- If, during the 16 days prior to an election when a committee is required to file pre-election statements, a change occurs in the name of the committee, the treasurer or other principal officers, or the controlling candidate, an amendment must be filed with the filing officer receiving the committee's original campaign statements within 24 hours of the change.

These filings must be made by fax, guaranteed overnight delivery, personal delivery or online (if online filing is available).

This form was prepared by the Fair Political Practices Commission (FPPC). For detailed information on campaign reporting requirements and the Information Practices Act of 1977, see the FPPC Campaign Disclosure Manual for your type of committee.

**Statement of Organization
Recipient Committee**

Statement Type

<p>Initial</p> <p>Not yet qualified or Date qualification threshold met</p> <p>____/____/____</p>	<p>Amendment</p> <p>Date qualification threshold met</p> <p>____/____/____</p>	<p>Termination – See Part 5</p> <p>Date of termination</p> <p>____/____/____</p>
--	---	---

Date Stamp

**CALIFORNIA
FORM 410**

For Official Use Only

1. Committee Information		I.D. Number <small>(if applicable)</small>		2. Treasurer and Other Principal Officers			
NAME OF COMMITTEE				NAME OF TREASURER			
STREET ADDRESS (NO P.O. BOX)				STREET ADDRESS (NO P.O. BOX)			
CITY	STATE	ZIP CODE	AREA CODE/PHONE	CITY	STATE	ZIP CODE	AREA CODE/PHONE
FULL MAILING ADDRESS (IF DIFFERENT)				NAME OF ASSISTANT TREASURER, IF ANY			
E-MAIL ADDRESS (REQUIRED) / FAX (OPTIONAL)				STREET ADDRESS (NO P.O. BOX)			
CITY	STATE	ZIP CODE	AREA CODE/PHONE	CITY	STATE	ZIP CODE	AREA CODE/PHONE
COUNTY OF DOMICILE	JURISDICTION WHERE COMMITTEE IS ACTIVE			NAME OF PRINCIPAL OFFICER(S)			
<i>Attach additional information on appropriately labeled continuation sheets.</i>				STREET ADDRESS (NO P.O. BOX)			
				CITY	STATE	ZIP CODE	AREA CODE/PHONE

3. Verification

I have used all reasonable diligence in preparing this statement and to the best of my knowledge the information contained herein 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.

Executed on _____ By _____
DATE SIGNATURE OF TREASURER OR ASSISTANT TREASURER

Executed on _____ By _____
DATE SIGNATURE OF CONTROLLING OFFICEHOLDER, CANDIDATE, OR STATE MEASURE PROPONENT

Executed on _____ By _____
DATE SIGNATURE OF CONTROLLING OFFICEHOLDER, CANDIDATE, OR STATE MEASURE PROPONENT

Executed on _____ By _____
DATE SIGNATURE OF CONTROLLING OFFICEHOLDER, CANDIDATE, OR STATE MEASURE PROPONENT

Instructions for Statement of Organization

Statement Type:

Initial

Mark the “Initial” box and enter the date the committee qualification threshold was met.

If the committee has not met the qualification threshold, mark the “Initial” and “Not Yet Qualified” boxes.

Qualification Threshold

The “date qualification threshold met” is the date the committee received contributions totaling \$2,000 or more during a calendar year.

Amendment

If any of the information reported on an initial statement of organization changes:

- Mark the amendment box;
- Include the committee’s ID number and name;
- Provide the changed information; and
- Complete the verification.

Candidates: Under certain circumstances, a candidate for local office may amend the Form 410 to indicate that he or she is seeking re-election to the same office. A candidate for state office must open a separate committee for each term of office and may not amend the Form 410 to redesignate an election committee.

Termination

List the committee’s name, identification number and indicate the date of termination, including completing the verification.

1. Committee Information:

Provide the full name of the committee. A committee may use only one name.

The committee’s street address, email address, and telephone number must be reported. A post office box is not acceptable. The committee’s mailing address must also be reported if it is different from the street address. A post office box is acceptable for the mailing address. A committee’s “domicile” is its address as listed on the Form 410. Los Angeles is the county of domicile for committees located outside California.

Identify the jurisdiction where the committee is active.
For example a city committee lists the name of the city.

Committee Name Requirements

The following committee name rules apply to the Form 410, the committee’s campaign statements and to any other references to the committee required by law. See the instructions for Part 4 for committee definitions.

Candidate Controlled Committees: Any committee that is controlled by a state or local candidate or officeholder must include the last name of the candidate in the name of the committee. In addition, the following rules apply:

- An **election committee** controlled by one or more state or local candidates must also include the office the candidate(s) is seeking and the year of the election (e.g., Friends of Smith for Assembly 20XX, Jones for Council 20XX).
- An **officeholder committee** set up by a state officeholder must also include the office held, the year the officeholder was elected to the current term of office, and the words “Officeholder Account,” as part of the committee name (e.g., Anderson Assembly 20XX Officeholder Account).
- A **legal defense fund** set up by a state or local candidate or officeholder must also include the words “Legal Defense Fund” as part of the committee name (e.g., Senator Smith Legal Defense Fund).
- A **ballot measure committee** controlled by one or more state candidates must also state that it is a ballot measure committee (e.g., Senator Lee’s Ballot Measure Committee) prior to the designation of the ballot measure number. See additional requirements for primarily formed committees.

Sponsored Committees: A sponsored committee (including most political action committees) must include the full name of its sponsor in the name of the committee. If the committee has more than one sponsor and the sponsors are members of an industry or other identifiable group, include a term identifying that industry or group.

Primarily Formed Committees

Ballot Measures: The name of each committee primarily formed to support or oppose a ballot measure must include:

- A statement identifying the ballot measure(s) number or letter and whether it supports or opposes the measure(s) (e.g., Committee For Proposition/Measure __ or Committee Against Proposition/Measure __).

Recalls: Each committee established for a recall election must include the name of the officeholder subject to the recall. If the committee is not controlled by the officeholder, the committee must state its support or opposition (e.g., Committee Opposing the Recall of Council Member Doe).

Supporting or Opposing a Candidate: The name of each committee primarily formed to support or oppose a state or local candidate(s) being voted on in a single election, other than a recall election, must include the last name of each candidate, the office sought, the year of the election and must state whether the committee supports or opposes the candidate(s) (e.g., Committee to Support Doe for Senate 20XX).

**Statement of Organization
Recipient Committee**

INSTRUCTIONS ON REVERSE

Page 2

COMMITTEE NAME	I.D. NUMBER
----------------	-------------

- All committees must list the financial institution where the campaign bank account is located.

NAME OF FINANCIAL INSTITUTION	AREA CODE/PHONE	BANK ACCOUNT NUMBER
-------------------------------	-----------------	---------------------

ADDRESS	CITY	STATE	ZIP CODE
---------	------	-------	----------

4. Type of Committee Complete the applicable sections.

Controlled Committee

- List the name of each controlling officeholder, candidate, or state measure proponent. If candidate or officeholder controlled, also list the elective office sought or held, and district number, if any, and the year of the election.
- List the political party with which each officeholder or candidate is affiliated or check "nonpartisan." Stating "No party preference" is acceptable
- If this committee acts jointly with another controlled committee, list the name and identification number of the other controlled committee.

NAME OF CANDIDATE/OFFICEHOLDER/STATE MEASURE PROPONENT	ELECTIVE OFFICE SOUGHT OR HELD (INCLUDE DISTRICT NUMBER IF APPLICABLE)	YEAR OF ELECTION	PARTY CHECK ONE		(list political party below)
			Nonpartisan	Partisan	
			Nonpartisan	Partisan	

Primarily Formed Committee

Primarily formed to support or oppose specific candidates or measures in a single election. List below:

CANDIDATE(S) NAME OR MEASURE(S) FULL TITLE (INCLUDE BALLOT NO. OR LETTER) IF A RECALL, STATE "RECALL" IN FRONT OF THE OFFICEHOLDER'S NAME.	CANDIDATE(S) OFFICE SOUGHT OR HELD OR MEASURE(S) JURISDICTION (INCLUDE DISTRICT NO., CITY OR COUNTY, AS APPLICABLE)	CHECK ONE	
		SUPPORT	OPPOSE
		SUPPORT	OPPOSE

2. Treasurer and Other Principal Officers:

A committee may have only one treasurer and one assistant treasurer. A candidate may be his or her own treasurer or assistant treasurer. A committee may not accept a contribution or make an expenditure without a treasurer.

A committee that is not controlled by a candidate or officeholder must disclose the name, street address, and telephone number of the committee's principal officer(s). The principal officer(s) of a committee are the individual(s) primarily responsible for approving the political activity of the committee, including authorizing the content of communications, authorizing contributions and other expenditures, and determining strategy. If more than three individuals qualify as principal officers of the committee, identify no fewer than three.

If no individual other than the committee treasurer qualifies as a principal officer, identify that individual as both the treasurer and the principal officer. An attachment may be necessary.

3. Verification/Original Ink Signature(s):

The Form 410 filed with the Secretary of State must contain an original signature(s). The committee treasurer or assistant treasurer must sign the Form 410. Also, each controlling officeholder, candidate or state ballot measure proponent must sign the Form 410. If more than three control the committee, one of them may sign on behalf of all controlling individuals. If a candidate will serve as his or her own treasurer, he or she must sign as the candidate and again as the treasurer.

Bank Account Information

- Qualified committees must list the name and address of the financial institution where the campaign bank account is located and the bank account number.
- Non-qualified committees are not required to list a bank account.

4. Type of Committee:

Controlled Committee

A "controlled committee" is one which is controlled directly or indirectly by an officeholder, candidate, or state measure proponent, or which acts jointly with an officeholder, candidate, state measure proponent, or another controlled committee in connection with making expenditures.

A committee is controlled if the officeholder, candidate, or proponent, his/her agent, or any other committee he/she controls, has a significant influence on the actions or decisions of the committee.

"Proponents" of state measures are persons who request the Attorney General to prepare a title and summary of a state initiative, referendum, or measure.

Candidate Election Committee: Identify the candidate's last name, office, election year and party, if applicable.

Ballot Measure Committee Controlled by State

Candidate: Identify each measure on which the committee has spent or anticipates spending \$50,000 or more in the current two-year period, beginning with January 1 of an odd-numbered year. If the ballot designation has not been assigned, describe the purpose of the anticipated measure(s). Amend the Form 410 when a ballot designation is assigned. Provide this information in the primarily formed or general purpose section or on an attachment.

Legal Defense Committee: On an attachment, describe the specific legal dispute(s) for which the legal defense fund was established. The Form 410 must be amended within 10 days when legal disputes are either resolved or new disputes are initiated.

Primarily Formed Committee

A committee is "primarily formed" when it makes or initially plans to make more than 70% of its contributions and expenditures to support or oppose a specific candidate or measure, or a group of measures or specific local candidates all being voted upon in the same election on the same date. (FPPC Regulation 18247.5)

New committees: A new committee formed within six months of a statewide regular election or within 30 days of a state special election is presumed to be primarily formed if the committee makes at least \$25,000 in independent expenditures to support or oppose a state candidate or measure. Monthly review is required for other new committees that spend at least \$1,000 a month and were formed within six months of an election in connection with which the committee makes contributions or expenditures.

Quarterly review at the end of March, June, September and December is required for other committees.

A committee controlled by a candidate for his or her own candidacy is not a primarily formed committee.

State ballot measures - qualification ID number: Certain committees must list in Section 4, Primarily Formed Committee, the Attorney General's Office assigned identification number to a proposed state ballot measure:

- A committee submitting the title and summary;
- A committee primarily formed for the measure; or
- A committee that spends \$100,000 or more on petition circulation for the measure.

Recall Committees: A committee supporting or opposing a recall must list "Recall [Officeholder's Name]," the office held by the recall target officeholder, and mark the appropriate box to indicate whether the committee supports or opposes the recall of the officeholder.

Statement of Organization
Recipient Committee

INSTRUCTIONS ON REVERSE

CALIFORNIA FORM 410
Page 3
I.D. NUMBER

COMMITTEE NAME

4. Type of Committee (Continued)

General Purpose Committee Not formed to support or oppose specific candidates or measures in a single election. Check only one box:
 CITY Committee COUNTY Committee STATE Committee

PROVIDE BRIEF DESCRIPTION OF ACTIVITY

Sponsored Committee List additional sponsors on an attachment.

NAME OF SPONSOR			INDUSTRY GROUP OR AFFILIATION OF SPONSOR			
STREET ADDRESS	NO. AND STREET	CITY	STATE	ZIP CODE	AREA CODE/PHONE	

Small Contributor Committee _____ / _____ / _____
 Date qualified

5. Termination Requirements By signing the verification, the treasurer, assistant treasurer and/or candidate, officeholder, or ponent certify that all of the following conditions have been met:

- This committee has ceased to receive contributions and make expenditures;
- This committee does not anticipate receiving contributions or making expenditures in the future;
- This committee has eliminated or has no intention or ability to discharge all debts, loans received, and other obligations;
- This committee has no surplus funds; and
- This committee has filed all campaign statements required by the Political Reform Act disclosing all reportable transactions.
 - There are restrictions on the disposition of surplus campaign funds held by elected officers who are leaving office and by defeated candidates. Refer to Government Code Section 89519.
 - Leftover funds of ballot measure committees may be used for political, legislative or governmental purposes under Government Code Sections 89511 - 89518, and are subject to Elections Code Section 18680 and FPPC Regulation 18521.5.

General Purpose Committee

A committee is a “general purpose committee” if its principal activity is supporting or opposing a variety of candidates or measures voted on in different elections. (FPPC Regulation 18227.5)

- A **state committee** makes contributions or expenditures to support or oppose candidates or measures voted on in state elections, or in more than one county; it does not make over 70% of its contributions or expenditures in a single local jurisdiction. State contributions include contributions to other state general purpose committees. *All political party committees that meet the requirements as a political party pursuant to Elections Code Section 5100 (Government Code Section 85205) (including county central committees) are state committees.*
- A **county committee** makes more than 70% of its contributions or expenditures to support or oppose candidates or measures voted on in a single county, or in more than one jurisdiction within one county. This includes contributions to other general purpose committees in the same county.
- A **city committee** makes more than 70% of its contributions or expenditures to support or oppose candidates or measures voted on in a single city, or in one consolidated city and county. This includes contributions to other city general purpose committees in the same city.

A city or county committee may make up to four contributions in a calendar year to candidates for elective state office whose districts are within the same jurisdiction and is not required to change its status to a state committee.

A committee that has made contributions or expenditures of \$5,000 or more during a quarter must review its activity at the end of March, June, September and December to determine if the committee is filing reports in the appropriate jurisdiction. During the first six months, a new committee must check its

jurisdictional status each month the committee makes expenditures of \$1,000 or more. If a change of filing locations occurs, reports must be filed in both the new and old jurisdiction through the calendar year.

After marking the appropriate state, county or city box, provide a brief description of the committee’s political activities such as whether it supports candidates or measures that share a common political affiliation.

Sponsored Committee

A “sponsored committee” is a general purpose or primarily formed committee, other than an officeholder or candidate controlled committee, that has one or more sponsors.

An organization, business, or other entity is a sponsor if one or more of the following apply:

- The committee receives 80% or more of its contributions from the entity or organization or its members, officers, employees, or shareholders.
- The entity or organization collects contributions for the committee by use of payroll deductions or dues from its members, officers or employees.
- The entity or organization, alone or in combination with other entities or organizations, provides all or nearly all of the administrative services for the committee.
- The entity or organization, alone or in combination with other entities or organizations, sets the policies for contribution solicitations or payment of expenditures from committee funds.

See the instructions for Part 1 for a sponsored committee’s name requirements.

Small Contributor Committee

A “small contributor committee” is one that has been in existence for more than six months;

receives contributions from 100 or more persons; makes contributions to five or more candidates; and has not received more than \$200 from one person in a calendar year.

5. Termination Requirements

Recipient committees may only terminate when:

- They have ceased to receive contributions and make expenditures; and
- They do not anticipate receiving contributions, repayments of outstanding loans made to others, or any other receipts in the future, and they do not anticipate making expenditures in the future; and
- They have eliminated or have no intention or ability to discharge all their debts, loans received, and other obligations; and
- They have no funds; and
- They have filed all required campaign statements disclosing all reportable transactions, including disposition of funds.

State Candidates: There are mandatory termination deadlines applicable to your committees.

How to Terminate

After the termination requirements above are met:

State Committees: Complete page one of the Form 410 and mark the termination box. Send the Form and last Form 450 or 460 (mark the termination box) to the Secretary of State.

Local Committees: Complete page one of the Form 410, mark the termination box and send the Form to the Secretary of State. Send a copy of the Form 410 and last Form 450 or 460 (mark the termination box) to your city or county filing officer.

The Form 460 is for use by all recipient committees, including:

Candidates, Officeholders and Their Controlled Committees

- A candidate or officeholder who has a controlled committee, or who has raised or spent or will raise or spend \$2,000 or more during a calendar year in connection with election to office or holding office. The Form 460 is also required if \$2,000 or more will be raised or spent during the calendar year at the behest of the officeholder or candidate.

Primarily Formed Ballot Measure Committees

- A person, entity, or organization that receives contributions totaling \$2,000 or more during a calendar year for the primary purpose of supporting or opposing the qualification, passage, or defeat of a single ballot measure or two or more measures being voted on in the same city, county, multi-county or state election.

Primarily Formed Candidate/Officeholder Committees

- A person, entity, or organization that receives contributions totaling \$2,000 or more during a calendar year to support or oppose a single candidate or officeholder, or two or more candidates or officeholders who are being voted upon in the same city, county, or multi-county election. This type of committee is not controlled by the candidate(s) or officeholder(s).

General Purpose Committees

- A person, entity, or organization that receives contributions totaling \$2,000 or more during a calendar year to support or oppose various candidates and measures (e.g., political parties, political action committees).

Non-controlled committees that do not receive contributions, loans, or miscellaneous receipts totaling \$100 or more from a single source during a calendar year may use Form 450 – Recipient Committee Campaign Statement – Short Form.

Note: Refer to the Statement of Organization, Form 410, for guidance to determine the type of committee.

Use the Form 460 to file any of the following:

- Preelection Statement
- Semi-annual Statement
- Quarterly Statement
- Special Odd-Year Report
- Termination Statement
- Amendment to a previously filed statement

Note: Mark the preelection statement box if a committee files a monthly report in connection with a LAFCO proposal.

See reverse for general guidance on where to file this form.

Contribution Limits: Candidates for elective state office are subject to state contribution limits. Contributions received by committees for the purpose of making contributions to candidates for elective state office are also subject to limits. A chart identifying the limits is located at www.fppc.ca.gov. In addition, local candidates may be subject to contribution limits imposed by local ordinance. Questions concerning local limits should be addressed to election officials in the local jurisdiction.

This form was prepared by the Fair Political Practices Commission (FPPC). For detailed information on campaign reporting requirements and the Information Practices Act of 1977, see the FPPC Campaign Disclosure Manual for your type of committee (available from your filing officer or the FPPC). Campaign filing deadlines, forms, and other informational materials are available on the FPPC website (www.fppc.ca.gov).

Instructions for Recipient Committee Campaign Statement

CALIFORNIA
FORM **460**

Where to File:

In general, state committees file with the Secretary of State and local committees file with the filing officer of the local jurisdiction.

State Committees:

State committees include state candidates and officeholders, all judicial candidates and judges, committees that support or oppose state candidates and ballot measures (e.g. PACs, political parties), committees that support or oppose candidates and ballot measure in more than one county and candidates and committees formed for CalPERS or CalSTRS elections.

Secretary of State

Political Reform Division
1500 11th Street, Room 495
Sacramento, CA 95814
Phone (916) 653-6224
Fax (916) 653-5045
www.sos.ca.gov

Additional Copies:

- A copy of this form must also be filed with a state candidate's county of domicile's filing officer, if the state candidate committee does not file Form 460 electronically with the Secretary of State.
- A copy of this form must also be filed with a local filing officer if the committee is controlled by a candidate for state elective office and the committee is formed for a local election.
- A copy of this form must also be filed with the relevant CalPERS or CalSTRS office if the committee is a candidate controlled or a primarily formed committee for a CalPERS or CalSTRS election. A candidate seeking a

CalPERS or CalSTRS election is not required to file a copy of the statement with the candidate's county of domicile.

Local Committees:

- Elected officers and candidates for local agencies that have jurisdiction in two or more counties and committees that support or oppose candidates or local measures being voted on in one of these jurisdictions, file an original and one copy with the election official for the county with the largest number of registered voters in the district and one copy with their county of domicile.
- Elected county officeholders and candidates for county offices, and committees that support or oppose candidates or ballot measures being voted on within a single county, file an original and one copy with the election official for that county.
- Elected city officeholders and candidates for city offices, and committees that support or oppose candidates and ballot measures in a single city, file an original and one copy with the city clerk.

Fast Facts:

Paper Copies: Most committees must file the original and one copy in paper format with the designated filing officer. Most state committees must also file an electronic version. Some local jurisdictions also require electronic submissions.

Electronic Filing: State committees must file electronic reports with the Secretary of State if the committee receives contributions or makes expenditures totaling \$25,000 or more.

General Purpose Committees: FPPC regulation 18227.5 sets out the procedures for determining whether a committee should file with the state, county or city elections office. In general, such committees file with the Secretary of State unless the committee makes more than 70% of its contributions and expenditures in connection with a city election or county election. The regulation sets out review timelines and exceptions. A committee cannot knowingly file in an incorrect jurisdiction with the intention of avoiding the appropriate legal disclosure to the public. Committees that change jurisdictions file in both jurisdictions until the end of the calendar year.

LAFCO Proposals: Committees primarily formed to support or oppose a LAFCO proposal file this form with the county elections office in the county that the proposal may be voted upon. Once a proposal is listed on a ballot, a committee will file as a multi-county, county or city committee.

Statement of Organization: A committee must make certain that its Statement of Organization, Form 410, is current and correct. This form includes information such as a candidate's year of election and the name of the committee's principal officers as well as other important information regarding the committee's formation. Information listed on a Form 460 must be the same as that disclosed on the Form 410.

Recipient Committee Campaign Statement Cover Page

COVER PAGE

Date Stamp	CALIFORNIA FORM 460
	Page _____ of _____
	For Official Use Only

Statement covers period from _____ through _____	Date of election if applicable: (Month, Day, Year) _____
---	---

SEE INSTRUCTIONS ON REVERSE

1. Type of Recipient Committee: All Committees – Complete Parts 1, 2, 3, and 4.

- | | |
|---|--|
| Officeholder, Candidate Controlled Committee
State Candidate Election Committee
Recall
<i>(Also Complete Part 5)</i>

General Purpose Committee
Sponsored
Small Contributor Committee
Political Party/Central Committee | Primarily Formed Ballot Measure
Committee
Controlled
Sponsored
<i>(Also Complete Part 6)</i>

Primarily Formed Candidate/
Officeholder Committee
<i>(Also Complete Part 7)</i> |
|---|--|

2. Type of Statement:

- | | |
|--|--|
| Preelection Statement
Semi-annual Statement
Termination Statement
(Also file a Form 410 Termination)
Amendment (Explain below)

_____ | Quarterly Statement
Special Odd-Year Report |
|--|--|

3. Committee Information

I.D. NUMBER

COMMITTEE NAME (OR CANDIDATE'S NAME IF NO COMMITTEE)

STREET ADDRESS (NO P.O. BOX)

CITY STATE ZIP CODE AREA CODE/PHONE

MAILING ADDRESS (IF DIFFERENT) NO. AND STREET OR P.O. BOX

CITY STATE ZIP CODE AREA CODE/PHONE

OPTIONAL: FAX / E-MAIL ADDRESS

Treasurer(s)

NAME OF TREASURER

MAILING ADDRESS

CITY STATE ZIP CODE AREA CODE/PHONE

NAME OF ASSISTANT TREASURER, IF ANY

MAILING ADDRESS

CITY STATE ZIP CODE AREA CODE/PHONE

OPTIONAL: FAX / E-MAIL ADDRESS

4. Verification

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.

Executed on _____
Date

By _____
Signature of Treasurer or Assistant Treasurer

Executed on _____
Date

By _____
Signature of Controlling Officeholder, Candidate, State Measure Proponent or Responsible Officer of Sponsor

Executed on _____
Date

By _____
Signature of Controlling Officeholder, Candidate, State Measure Proponent

Executed on _____
Date

By _____
Signature of Controlling Officeholder, Candidate, State Measure Proponent

Instructions for Recipient Committee Campaign Statement – Cover Page

CALIFORNIA
FORM **460**

Period Covered by a Statement:

The “period covered” by a campaign statement begins the day after the closing date of the last campaign statement filed. For example, if the closing date of the last statement was September 30, the beginning date of the next statement will be October 1.

If this is the committee’s first campaign statement, begin with January 1 of the current calendar year.

The closing date of the statement depends on the type of statement you are filing.

Date of Election:

If you are filing this statement as a preelection statement in connection with an election, enter the date of the election.

Type of Recipient Committee:

Check one box to indicate the type of committee filing the statement. General descriptions are provided on the cover sheet to this form, or contact your filing officer or the FPPC for assistance. Following are some additional guidelines:

Controlled Committee

- A controlled committee is one that is controlled by a candidate, officeholder or, in the case of a state ballot measure committee, by the proponent of the measure. A committee is “controlled” if the candidate, officeholder, or proponent, his or her agent, or any other committee he or she controls, has a significant influence on the actions or decisions of the committee.

Sponsored Committees

- A sponsored committee is one that has a sponsor—a business entity, organization, union, or other entity—that meets certain criteria. Sponsored ballot measure committees and general purpose committees must include the name of the sponsor in the name of the committee.

Small Contributor Committees

- This term is significant only if the committee makes contributions to candidates running for elective state office.

Type of Statement:

Check the appropriate box(es) to indicate the type of statement you are filing (or amending).

Amendments: If you are filing an amendment to a previously filed statement, give a brief explanation of the amendment and list the schedules being amended. Include an amended summary page, if applicable. Be sure to enter the period covered of the statement you are amending.

Termination: A committee must continue filing campaign statements each year until it is eligible to terminate and files a Form 410 Termination.

Most officeholders must continue filing campaign statements until they have terminated all controlled committees and have left office.

Committee I.D. Number:

If the committee has not yet received an identification number from the Secretary of State, enter “Not Yet Received.” File Form 410 to obtain an I.D. Number.

Verification:

The statement must be signed by the committee treasurer or the assistant treasurer named on the committee’s Statement of Organization (Form 410). An officeholder, candidate, or state measure proponent who controls the committee must also sign the statement. If two or three officeholders, candidates, or proponents control the committee, each must sign the statement. If more than three control the committee, one may sign on behalf of the others.

Under certain circumstances, the responsible officer of a sponsoring organization must sign the statement.

Additional Important Information:

Refer to the FPPC Campaign Disclosure Manual for your type of committee for information about:

- When, where, and what type of statements the committee is required to file.
- Closing date of campaign statements.
- Sponsored committee criteria.
- Termination criteria.
- Recordkeeping requirements and prohibitions.

**Recipient Committee
Campaign Statement
Cover Page — Part 2**

5. Officeholder or Candidate Controlled Committee

NAME OF OFFICEHOLDER OR CANDIDATE

OFFICE SOUGHT OR HELD (INCLUDE LOCATION AND DISTRICT NUMBER IF APPLICABLE)

RESIDENTIAL/BUSINESS ADDRESS (NO. AND STREET) CITY STATE ZIP

Related Committees Not Included in this Statement: *List any committees not included in this statement that are controlled by you or are primarily formed to receive contributions or make expenditures on behalf of your candidacy.*

COMMITTEE NAME	I.D. NUMBER
NAME OF TREASURER	CONTROLLED COMMITTEE? YES NO

COMMITTEE ADDRESS STREET ADDRESS (NO P.O. BOX)

CITY STATE ZIP CODE AREA CODE/PHONE

COMMITTEE NAME	I.D. NUMBER
NAME OF TREASURER	CONTROLLED COMMITTEE? YES NO

COMMITTEE ADDRESS STREET ADDRESS (NO P.O. BOX)

CITY STATE ZIP CODE AREA CODE/PHONE

6. Primarily Formed Ballot Measure Committee

NAME OF BALLOT MEASURE

BALLOT NO. OR LETTER	JURISDICTION	SUPPORT OPPOSE
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Identify the controlling officeholder, candidate, or state measure proponent, if any.

NAME OF OFFICEHOLDER, CANDIDATE, OR PROPONENT

OFFICE SOUGHT OR HELD	DISTRICT NO. IF ANY
-----------------------	---------------------

7. Primarily Formed Candidate/Officeholder Committee *List names of officeholder(s) or candidate(s) for which this committee is primarily formed.*

NAME OF OFFICEHOLDER OR CANDIDATE	OFFICE SOUGHT OR HELD	SUPPORT OPPOSE
NAME OF OFFICEHOLDER OR CANDIDATE	OFFICE SOUGHT OR HELD	SUPPORT OPPOSE
NAME OF OFFICEHOLDER OR CANDIDATE	OFFICE SOUGHT OR HELD	SUPPORT OPPOSE
NAME OF OFFICEHOLDER OR CANDIDATE	OFFICE SOUGHT OR HELD	SUPPORT OPPOSE

Attach continuation sheets if necessary

**Instructions for
Recipient Committee
Campaign Statement – Cover Page**

**Officeholder or Candidate Controlled
Committee:**

Candidates must have a separate bank account and committee to run for different elective offices. A candidate who is required to file campaign statements in connection with more than one elective office but is only receiving contributions and making expenditures for one of the offices, may include both offices on one Form 460. In Part 5 of the cover page, enter the candidate's name and under "Office Sought or Held," identify each office, and state whether the candidate is seeking or holding the office. The Form 460 must be filed with the appropriate filing officer(s) for each office.

For example, a city councilmember is raising funds to run for the county board of supervisors. She has no committee and is not raising or spending funds in connection with the city office, and has formed a controlled committee for the county office. To comply with the requirements to file campaign statements for both her city office and her county candidacy, she may complete one Form 460 each campaign reporting period, which she will file with the city clerk and the county elections department. In Part 5 of the Form 460 Cover Page, under "Office Sought or Held," she will state that she is holding the office of city councilmember (including the name of the city) and that she is seeking a seat on the board of supervisors (including the name of the county).

Ballot Measure Committee:

Part 6 of the Form 460 Cover Page must be completed by committees that are primarily formed to support or oppose the qualification or passage of a single ballot measure or two or more measures being voted on in the same city, county, multicounty, or state election. A "general purpose" ballot measure committee (one that supports or opposes a variety of state and/or local ballot measures) is not required to complete Part 6.

Campaign Disclosure Statement Summary Page

Amounts may be rounded
to whole dollars.

SUMMARY PAGE

Statement covers period from _____ through _____	CALIFORNIA FORM 460
	Page _____ of _____
I.D. NUMBER _____	

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER _____

Contributions Received

	Column A TOTAL THIS PERIOD (FROM ATTACHED SCHEDULES)	Column B CALENDAR YEAR TOTAL TO DATE
1. Monetary Contributions..... <i>Schedule A, Line 3</i>	\$ _____	\$ _____
2. Loans Received..... <i>Schedule B, Line 3</i>	_____	_____
3. SUBTOTAL CASH CONTRIBUTIONS..... <i>Add Lines 1 + 2</i>	\$ _____	\$ _____
4. Nonmonetary Contributions..... <i>Schedule C, Line 3</i>	_____	_____
5. TOTAL CONTRIBUTIONS RECEIVED..... <i>Add Lines 3 + 4</i>	\$ _____	\$ _____

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

	1/1 through 6/30	7/1 to Date
20. Contributions Received	\$ _____	\$ _____
21. Expenditures Made	\$ _____	\$ _____

Expenditures Made

	Column A TOTAL THIS PERIOD (FROM ATTACHED SCHEDULES)	Column B CALENDAR YEAR TOTAL TO DATE
6. Payments Made..... <i>Schedule E, Line 4</i>	\$ _____	\$ _____
7. Loans Made..... <i>Schedule H, Line 3</i>	_____	_____
8. SUBTOTAL CASH PAYMENTS..... <i>Add Lines 6 + 7</i>	\$ _____	\$ _____
9. Accrued Expenses (Unpaid Bills)..... <i>Schedule F, Line 3</i>	_____	_____
10. Nonmonetary Adjustment..... <i>Schedule C, Line 3</i>	_____	_____
11. TOTAL EXPENDITURES MADE..... <i>Add Lines 8 + 9 + 10</i>	\$ _____	\$ _____

Expenditure Limit Summary for State Candidates

22. Cumulative Expenditures Made*
(If Subject to Voluntary Expenditure Limit)

Date of Election (mm/dd/yy)	Total to Date
____/____/____	\$ _____
____/____/____	\$ _____

Current Cash Statement

12. Beginning Cash Balance..... <i>Previous Summary Page, Line 16</i>	\$ _____
13. Cash Receipts..... <i>Column A, Line 3 above</i>	_____
14. Miscellaneous Increases to Cash..... <i>Schedule I, Line 4</i>	_____
15. Cash Payments..... <i>Column A, Line 8 above</i>	_____
16. ENDING CASH BALANCE..... <i>Add Lines 12 + 13 + 14, then subtract Line 15</i>	\$ _____

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

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).

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

17. LOAN GUARANTEES RECEIVED..... <i>Schedule B, Part 2</i>	\$ _____
---	----------

Cash Equivalents and Outstanding Debts

18. Cash Equivalents..... <i>See instructions on reverse</i>	\$ _____
19. Outstanding Debts..... <i>Add Line 2 + Line 9 in Column B above</i>	\$ _____

Instructions for Summary Page Campaign Disclosure Statement

The Summary Page provides an overview of the committee's financial activities and is completed for each filing.

Column A reflects activities during the current reporting period as reported on Schedules A through H. It is not necessary to attach a blank schedule if there has been no reportable activity during the period, but it is necessary to enter a zero or the word "none" on the appropriate line in Column A of the Summary Page.

Column B figures should reflect the cumulative total since January 1 of the current calendar year.* Add the totals from Column B of the committee's last campaign statement (if any) to the corresponding amounts in Column A. If this is the first report being filed for a calendar year, only carry forward the amounts reported on Lines 2, 7, and 9 of Column B (if any) from the committee's last 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, F, and H, respectively, of the current report.)

When loans (Schedules B and H) and accrued expenses (Schedule F) are paid, the figures to be carried from the schedules to Lines 2, 7, and 9 of Column A may be negative numbers. In this case, be sure to show them as negative figures on the Summary Page (e.g., with a minus sign (-) or in parentheses), and subtract them when totaling Columns A and B.

*There are exceptions to the calendar year "cumulation period" for candidate elections and ballot measure elections held in January and early February, and for ballot measure qualification activities. Consult the FPPC Campaign Disclosure Manual for your type of committee for additional information.

Current Cash Statement:

Lines 12-16 of the Summary Page should accurately reflect your current cash position. Beginning and ending cash balances should include the total amount of funds in your campaign checking and savings accounts, plus any investments that can be readily converted to cash, such as certificates of deposit, money market accounts, stocks and bonds, etc. (Officeholders and candidates are subject to bank account restrictions, and all committees should read the FPPC Campaign Disclosure Manual regarding appropriate uses of campaign funds.)

Line 12 (Beginning Cash Balance) must be the same as the ending cash balance reported on Line 16 of your previous statement's Summary Page. If this is your first campaign statement, enter zero on Line 12.

Line 16 (Ending Cash Balance) is the total of Lines 12, 13, and 14, **minus** Line 15.

If you are filing a termination statement, Line 16 must be zero.

Cash Equivalents:

"Cash equivalents" include investments that cannot be readily converted to cash, as well as the balance due on all outstanding loans the committee has made to others (from Line 7 of Column B of the Summary Page). Investments that can be readily converted to cash, such as certificates of deposit or money market funds, should be included in the cash on hand figures on Lines 12 and 16 of the Summary Page.

Summary for Primary and General Elections (Lines 20 and 21):

This section is only for committees that are:

- Controlled by a candidate who is being voted on in both the state primary and general elections (does not apply to controlled ballot measure committees); or
- Primarily formed to support or oppose candidates being voted on in both the state primary and general elections.

Complete this summary on the preelection and semi-annual statements for the general election, covering periods during the last six months of the year (July 1 – December 31).

Expenditure Ceiling Summary for State Candidates (Line 22):

Candidates for elective state office who have accepted the voluntary expenditure ceiling for a particular election must disclose the total amount of expenditures made through the end of the reporting period that are subject to the expenditure ceiling for the election. Report the date of the election and total amount expended for that election. Report totals for the primary and general elections separately. This information is no longer required if the expenditure ceiling has been lifted. (See FPPC Campaign Disclosure Manual 1.)

Schedule A Monetary Contributions Received

Amounts may be rounded
to whole dollars.

SCHEDULE A

Statement covers period		CALIFORNIA FORM 460
from _____	through _____	
Page _____ of _____		I.D. NUMBER

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER _____

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)	AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TO DATE CALENDAR YEAR (JAN. 1 - DEC. 31)	PER ELECTION TO DATE (IF REQUIRED)
		IND COM OTH PTY SCC				
		IND COM OTH PTY SCC				
		IND COM OTH PTY SCC				
		IND COM OTH PTY SCC				
		IND COM OTH PTY SCC				

SUBTOTAL \$ _____

Schedule A Summary

- Amount received this period – itemized monetary contributions.
(Include all Schedule A subtotals.)\$ _____
- Amount received this period – unitemized monetary contributions of less than \$100\$ _____
- Total monetary contributions received this period.
(Add Lines 1 and 2. Enter here and on the Summary Page, Column A, Line 1.).....**TOTAL \$** _____

*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

Instructions for Schedule A Monetary Contributions Received

Report monetary contributions (except loans) received during the reporting period on Schedule A. Also report on Schedule A if a contributor forgives a loan for your committee or a third party pays a loan for your committee. Loans received during the period are reported on Schedule B. Certain transfers between a state candidate's controlled committees are also disclosed on Schedule A. (See FPPC Campaign Disclosure Manual 1.)

If a total of \$100 or more is received from a single contributor during a calendar year, report the name, street address, city, state and zip code of the contributor, the amount contributed this period, and the cumulative amount received from the contributor since January 1 of the current calendar year.* Include monetary and nonmonetary contributions and loans when reporting the cumulative amount.

Contributions totaling less than \$100 received from a single contributor during a calendar year are reported as a lump sum on Line 2 of the Schedule A Summary.

*There are exceptions to the calendar year "cumulation period" for candidate elections and ballot measure elections held in January and early February, and for ballot measure qualification activities. (See the FPPC Campaign Disclosure Manuals for candidates and ballot measure committees.)

Date Received:

A monetary contribution has been received when the candidate or committee, or an agent of the candidate or committee, receives or obtains control of the check or other negotiable instrument. There are special rules for reporting the date contributions are received by a committee that collects contributions through employee payroll deductions

or membership dues and contributions received electronically (e.g., credit card, text).

Contributor Codes:

For each itemized contributor, check the applicable contributor code:

IND — contributions from any individual's personal funds.

COM — contributions from other committees that receive contributions. These committees will have an identification number assigned by the Secretary of State. Examples: political action committees, other candidates' committees. (State committees should use PTY or SCC when appropriate.)

OTH — business entities and other contributors.

PTY — contributions from political parties (including state and county central committees).

SCC — contributions from small contributor committees (applicable only to state candidates and committees).

Contributions from Individuals:

When itemizing a contribution from an individual, also disclose the contributor's occupation and the name of his or her employer. If the contributor is self-employed, provide the name of his or her business. If the contributor is not employed, enter "none."

It is not necessary to enter occupation and employer information for other types of contributors (such as business entities).

Missing Contributor Information: A contribution of \$100 or more must be returned to the contributor within 60 days if the recipient does not obtain the contributor's address, occupation and employer.

Contributions from Committees:

When itemizing a contribution from another recipient committee, disclose the identification number assigned to that committee by the Secretary of State in addition to its name and address. If no ID number has been assigned, provide the name and address of that committee's treasurer.

Intermediaries:

If you receive a contribution through an intermediary (i.e., you have received a contribution check from a person other than the true source of the funds), disclose all of the required information for both the intermediary and the actual contributor.

Per Election to Date:

Candidates subject to state contribution limits (or if required by local ordinance) must disclose the cumulative amount received from each contributor during the limitation cycle in addition to the calendar year cumulative amount. (Candidates for elective state office should refer to FPPC Campaign Disclosure Manual 1.)

Additional Important Information:

Refer to the FPPC Campaign Disclosure Manual for your type of committee for important information about aggregating monetary and nonmonetary contributions, recordkeeping, prohibitions on cash contributions, returning contributions, and more.

**Schedule A (Continuation Sheet)
Monetary Contributions Received**

Amounts may be rounded
to whole dollars.

SCHEDULE A (CONT.)

Statement covers period	CALIFORNIA FORM 460
from _____	
through _____	Page _____ of _____
NAME OF FILER	
I.D. NUMBER	

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)	AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TO DATE CALENDAR YEAR (JAN. 1 - DEC. 31)	PER ELECTION TO DATE (IF REQUIRED)
		IND COM OTH PTY SCC				
		IND COM OTH PTY SCC				
		IND COM OTH PTY SCC				
		IND COM OTH PTY SCC				
		IND COM OTH PTY SCC				
SUBTOTAL \$						

*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

Schedule B – Part 1 Loans Received

Amounts may be rounded
to whole dollars.

Statement covers period	CALIFORNIA FORM 460
from _____	
through _____	Page _____ of _____

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER _____

I.D. NUMBER _____

FULL NAME, STREET ADDRESS AND ZIP CODE OF LENDER <small>(IF COMMITTEE, ALSO ENTER I.D. NUMBER)</small>	IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER <small>(IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)</small>	(a) OUTSTANDING BALANCE BEGINNING THIS PERIOD	(b) AMOUNT RECEIVED THIS PERIOD	(c) AMOUNT PAID OR FORGIVEN THIS PERIOD*	(d) OUTSTANDING BALANCE AT CLOSE OF THIS PERIOD	(e) INTEREST PAID THIS PERIOD	(f) ORIGINAL AMOUNT OF LOAN	(g) CUMULATIVE CONTRIBUTIONS TO DATE
† IND COM OTH PTY SCC		\$ _____	\$ _____	PAID	\$ _____	_____ % RATE	\$ _____	CALENDAR YEAR
				FORGIVEN		DATE DUE		DATE INCURRED
† IND COM OTH PTY SCC		\$ _____	\$ _____	PAID	\$ _____	_____ % RATE	\$ _____	CALENDAR YEAR
				FORGIVEN		DATE DUE		DATE INCURRED
† IND COM OTH PTY SCC		\$ _____	\$ _____	PAID	\$ _____	_____ % RATE	\$ _____	CALENDAR YEAR
				FORGIVEN		DATE DUE		DATE INCURRED
SUBTOTALS							\$ _____	\$ _____

(Enter (e) on Schedule E, Line 3)

Schedule B Summary

1. Loans received this period \$ _____
(Total Column (b) plus unitemized loans of less than \$100.)
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.)
3. Net change this period. (**Subtract** Line 2 from Line 1.) **NET** \$ _____
Enter the net here and on the Summary Page, Column A, Line 2.

†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

(May be a negative number)

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

** If required.

Instructions for Schedule B – Part 1 Loans Received

All loans received or outstanding are reported on Schedule B. Loans include monetary loans and amounts drawn on lines of credit.

Report loan guarantors on Schedule B – Part 2. A “guarantor” is a third party that co-signs, endorses, or provides security for a loan, or establishes or provides security for a line of credit. A guarantor is also making a contribution.

When a state candidate guarantees a loan from a commercial lending institution in connection with his or her election, both the lending institution and the candidate are required to be disclosed as the lender.

For each loan of \$100 or more that was received or was outstanding during the reporting period, disclose the lender’s name and address. Report the original source of all loans received. E.g., for a loan from a commercial lending institution for which a candidate is personally liable, report the lending institution as the lender.

Column (a) – Enter the outstanding loan balance at the beginning of this period (Column (d) of last report). If the loan was received this period, this column will be blank.

Column (b) – Enter the amount received from the lender during this reporting period. If this loan was received in a previous reporting period, leave blank.

Column (c) – Enter the amount of any reduction of the loan during this reporting period. Check whether the loan was paid or forgiven. When the lender forgives a loan or a third party makes a payment on a loan, also report the lender or third party on Schedule A.

Column (d) – Enter the outstanding balance of the loan at the close of this reporting period. Enter the due date, if any.

Column (e) – Enter the interest rate and the amount of interest paid on the loan(s) during this reporting period. Interest paid is reported separately from payments made on the loan principal. Interest payments are also transferred to the Schedule E Summary.

Column (f) – Enter the original amount of the loan and date received. If this is the first time you are reporting the loan, this will be the same amount reported in Column (b).

Column (g) – Enter the cumulative amount of contributions (loans, monetary and nonmonetary contributions) received from the lender during the calendar year covered by this statement. Candidates subject to state contribution limits (or if required by local ordinance) must disclose the cumulative amount received from each contributor during the limitation cycle in addition to the calendar year cumulative amount. (Candidates for elective state office should refer to FPPC Campaign Disclosure Manual 1.)

Schedule B Summary:

The Schedule B Summary reflects the “net change” in your loan activity. That is, loan payments made during the period are subtracted from new loans received. When the loan payments number is larger than the amount of new loans received, Line 3 will be a negative figure. For example, if \$200 is paid during the period and only \$100 is received in new loans, report the net change on Line 3 as

“-\$100” or “(\$100).” Be sure to carry this figure to the Summary Page as a negative figure to be subtracted from Summary Page totals.

Additional Important Information:

Refer to the Instructions for Schedule A for important information about:

- Contributor codes
- Contributions from individuals
- Contributions from committees
- Intermediaries

A loan received from a commercial lending institution in the normal course of business is reportable on Schedule B but is not considered a contribution. Contributor codes and cumulative amounts (Column (g)) are required only for loans that are contributions.

Refer to the FPPC Campaign Disclosure Manual for your type of committee for important information about recordkeeping, prohibitions on cash contributions, returning contributions, and more.

**Schedule B – Part 2
Loan Guarantors**

Amounts may be rounded
to whole dollars.

Statement covers period from _____ through _____	CALIFORNIA FORM 460
	Page _____ of _____
NAME OF FILER	
I.D. NUMBER	

SEE INSTRUCTIONS ON REVERSE

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)	LOAN	AMOUNT GUARANTEED THIS PERIOD	CUMULATIVE TO DATE	BALANCE OUTSTANDING TO DATE
	IND COM OTH PTY SCC		LENDER _____ DATE _____		CALENDAR YEAR \$ _____ PER ELECTION (IF REQUIRED) \$ _____	
	IND COM OTH PTY SCC		LENDER _____ DATE _____		CALENDAR YEAR \$ _____ PER ELECTION (IF REQUIRED) \$ _____	
	IND COM OTH PTY SCC		LENDER _____ DATE _____		CALENDAR YEAR \$ _____ PER ELECTION (IF REQUIRED) \$ _____	
	IND COM OTH PTY SCC		LENDER _____ DATE _____		CALENDAR YEAR \$ _____ PER ELECTION (IF REQUIRED) \$ _____	
SUBTOTAL \$					Enter on Summary Page, Line 17 only.	

Instructions for Schedule B – Part 2 Loan Guarantors

Guarantors of loans received or outstanding during the reporting period are reported on Schedule B – Part 2. A “guarantor” is a third party that co-signs, endorses, or provides security for a loan, or establishes or provides security for a line of credit. A guarantor is also making a contribution.

For each guarantor of \$100 or more, enter the name and address of the guarantor and, if the guarantor is an individual, his/her occupation and employer or, if self employed, the name of his/her business.

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.

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.)

Enter the cumulative amount guaranteed during the calendar year covered by the statement. Candidates subject to state contribution limits (or if required by local ordinance) must disclose the cumulative amount received from each contributor during the limitation cycle in addition to the calendar year cumulative amount. (Candidates for elective state office should refer to FPPC Campaign Disclosure Manual 1.)

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.

Schedule C Nonmonetary Contributions Received

Amounts may be rounded
to whole dollars.

SCHEDULE C

Statement covers period from _____ through _____	CALIFORNIA FORM 460
Page _____ of _____	I.D. NUMBER

SEE INSTRUCTIONS ON REVERSE
NAME OF FILER

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)	DESCRIPTION OF GOODS OR SERVICES	AMOUNT/ FAIR MARKET VALUE	CUMULATIVE TO DATE CALENDAR YEAR (JAN 1 - DEC 31)	PER ELECTION TO DATE (IF REQUIRED)
		IND COM OTH PTY SCC					
		IND COM OTH PTY SCC					
		IND COM OTH PTY SCC					
		IND COM OTH PTY SCC					
<i>Attach additional information on appropriately labeled continuation sheets.</i>					SUBTOTAL \$		

Schedule C Summary

- Amount received this period – itemized nonmonetary contributions.
(Include all Schedule C subtotals.).....\$ _____
- Amount received this period – unitemized nonmonetary contributions of less than \$100\$ _____
- 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 \$** _____

*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

Instructions for Schedule C Nonmonetary Contributions Received

Report the receipt of nonmonetary contributions on Schedule C.

Nonmonetary contributions include:

- Goods and services for which you have not paid the fair market value, including items donated for auctions or garage sales, such as artwork or furniture.
- A discount that is not available to the public generally.
- Salary payments made by an employer for an employee who spends 10% or more of his or her compensated time in a calendar month working for your committee.

Volunteer personal services and payments voluntarily made by a person for his or her own campaign-related travel expenses are not reportable. The occupant of a home or office can host a fundraiser without making a nonmonetary contribution as long as the total cost of the fundraiser is \$500 or less.

If a total of \$100 or more is received from a single contributor during a calendar year, report the name, street address, city, state and zip code of the contributor, the amount contributed this period, and the cumulative amount received from the contributor since January 1 of the current calendar year. Include monetary and nonmonetary contributions and loans when reporting the cumulative amount.

Contributions totaling less than \$100 received from a single contributor during a calendar year are reported as a lump sum on Line 2 of the Schedule C Summary.

Date Received:

A nonmonetary contribution has been received on the earlier of the following: 1) the date the contributor made an expenditure for goods or services at your behest (in consultation or coordination with you, or at your request or suggestion); or 2) the date you or your agent obtained possession or control of the goods or services.

Per Election to Date:

Candidates subject to state contribution limits (or if required by local ordinance) must disclose the cumulative amount received from each contributor during the limitation cycle in addition to the calendar year cumulative amount. (Candidates for elective state office should refer to FPPC Campaign Disclosure Manual 1.)

Fair Market Value:

The fair market value of a nonmonetary contribution is the amount it would cost to purchase the goods or services on the open market. The fair market value can be more than the amount it cost the contributor to provide the goods or services to you.

If you do not know the value of a nonmonetary contribution, you may request the contributor to provide you with a written statement of the value. If you make a request in writing and the value of the contribution is \$100 or more, the contributor is

required by law to provide the information.

Administrative Services:

Administrative overhead and start-up expenses paid by a sponsoring organization for its sponsored committee are not contributions to the committee but must be reported on Schedule C. Report the value of the services in the "Description of Goods or Services" column and a zero in the "Amount" and "Cumulative to Date" columns.

Nonmonetary Contributions as Expenditures:

The total of nonmonetary contributions is reported on the Summary Page as both contributions received and expenditures made. Enter the total on Line 3 of the Schedule C Summary on both Lines 4 and 10 of the Summary Page. (State Candidates: Most nonmonetary contributions also count for purposes of the voluntary expenditure limits.)

Additional Important Information:

Refer to the Instructions for Schedule A for important information about:

- Contributor codes
- Contributions from individuals
- Contributions from committees
- Intermediaries

Refer to the FPPC Campaign Disclosure Manual for your type of committee for important information about aggregating monetary and nonmonetary contributions, recordkeeping, and more.

**Schedule D
Summary of Expenditures
Supporting/Opposing Other
Candidates, Measures and Committees**

Amounts may be rounded
to whole dollars.

SCHEDULE D

Statement covers period from _____ through _____	CALIFORNIA FORM 460
Page _____ of _____	I.D. NUMBER

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER

DATE	NAME OF CANDIDATE, OFFICE, AND DISTRICT, OR MEASURE NUMBER OR LETTER AND JURISDICTION, OR COMMITTEE	TYPE OF PAYMENT	DESCRIPTION (IF REQUIRED)	AMOUNT THIS PERIOD	CUMULATIVE TO DATE CALENDAR YEAR (JAN. 1 - DEC. 31)	PER ELECTION TO DATE (IF REQUIRED)
		Monetary Contribution Nonmonetary Contribution Independent Expenditure				
	Support Oppose					
		Monetary Contribution Nonmonetary Contribution Independent Expenditure				
	Support Oppose					
		Monetary Contribution Nonmonetary Contribution Independent Expenditure				
	Support Oppose					
SUBTOTAL \$						

Schedule D Summary

1. Itemized contributions and independent expenditures made this period. (Include all Schedule D subtotals.)..... \$ _____
2. Unitemized contributions and independent expenditures made this period of under \$100..... \$ _____
3. Total contributions and independent expenditures made this period. (Add Lines 1 and 2. Do not enter on the Summary Page.)..... **TOTAL .. \$** _____

**Instructions for
Schedule D
Summary of 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 and committees. These include:

- A direct monetary contribution or loan made to another candidate or committee.
- A payment made to a vendor for goods or services for a candidate or committee (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 10% or more of his or her compensated time working for another candidate or committee.
- A payment made 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 a ballot measure committee. These payments are “independent expenditures” and may trigger additional reports for your 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 a general purpose committee (e.g., a political party), disclose the name of the candidate and the office sought or held and the candidate’s district, if any, the number or letter and jurisdiction 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. For example,

if you made a contribution to the Committee Against Measure A, check the “Oppose” box.

Disclose the date(s) and amount(s) of contributions or independent expenditures made this period relative to each candidate, measure, or committee, and the cumulative amount contributed or paid to date relative to the candidate, measure, or committee since January 1 of the current calendar year. Cumulate contributions and independent expenditures separately.

Contributions and expenditures of less than \$100 to support or oppose a single candidate or measure during a calendar year are totaled and reported as a lump sum on Line 2 of the Schedule D Summary.

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 committee in connection with each limitation cycle and identify the election year. The primary and general elections are separate elections. For example, a \$4,200 contribution to a candidate for the primary election in 2016 would be disclosed as “\$4,200 P-16.”

“Per Election to Date” Column	
Limitation Cycle	Year of Election
Primary P	2016 16
General G	2017 17
Special S	2018 18
Runoff R	2019 19

Description:

If you contributed goods on hand to another candidate or committee (e.g., office supplies), describe the goods or services in the “Description” column and disclose the fair market value of the contribution. The fair market value is the amount it would cost the recipient to purchase the goods or services. Because payments must be described when they are reported on Schedules E and F, you need not provide a description on Schedule D for payments reported on Schedules E or F that are nonmonetary contributions or independent expenditures.

Date of Contribution or Expenditure:

A monetary contribution is made on the date it is mailed, delivered, or otherwise transmitted it to the candidate or committee. A nonmonetary contribution is made on the earlier of the following: 1) the date you made an expenditure for goods or services at the behest of the candidate or committee; or 2) the date the candidate or committee obtained possession or control of the goods or services.

Additional Important Information:

Refer to the FPPC Campaign Disclosure Manual for your type of committee for important information about recordkeeping, prohibitions on cash payments, restrictions on the use of campaign funds, and more.

**Schedule D
(Continuation Sheet)
Summary of Expenditures
Supporting/Opposing Other
Candidates, Measures and Committees**

Amounts may be rounded
to whole dollars.

SCHEDULE D (CONT.)

Statement covers period from _____ through _____	CALIFORNIA FORM 460
	Page _____ of _____
I.D. NUMBER	

NAME OF FILER _____

DATE	NAME OF CANDIDATE, OFFICE, AND DISTRICT, OR MEASURE NUMBER OR LETTER AND JURISDICTION, OR COMMITTEE	TYPE OF PAYMENT	DESCRIPTION (IF REQUIRED)	AMOUNT THIS PERIOD	CUMULATIVE TO DATE CALENDAR YEAR (JAN. 1 - DEC. 31)	PER ELECTION TO DATE (IF REQUIRED)
		Monetary Contribution Nonmonetary Contribution Independent Expenditure				
	Support Oppose					
		Monetary Contribution Nonmonetary Contribution Independent Expenditure				
	Support Oppose					
		Monetary Contribution Nonmonetary Contribution Independent Expenditure				
	Support Oppose					
		Monetary Contribution Nonmonetary Contribution Independent Expenditure				
	Support Oppose					
SUBTOTAL \$						

Schedule E Payments Made

Amounts may be rounded
to whole dollars.

Statement covers period		CALIFORNIA FORM 460
from _____	through _____	
Page _____ of _____		I.D. NUMBER

SEE INSTRUCTIONS ON REVERSE
NAME OF FILER

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

- | | | |
|---|---|---|
| CMP campaign paraphernalia/misc. | MBR member communications | RAD radio airtime and production costs |
| CNS campaign consultants | MTG meetings and appearances | RFD returned contributions |
| CTB contribution (explain nonmonetary)* | OFC office expenses | SAL campaign workers' salaries |
| CVC civic donations | PET petition circulating | TEL t.v. 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 | TRS staff/spouse travel, lodging, and meals |
| IND independent expenditure supporting/opposing others (explain)* | POS postage, delivery and messenger services | TSF 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 I.D. NUMBER)	CODE	OR	DESCRIPTION OF PAYMENT	AMOUNT PAID

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

SUBTOTAL \$

Schedule E Summary

- Itemized payments made this period. (Include all Schedule E subtotals.)..... \$ _____
- Unitemized payments made this period of under \$100..... \$ _____
- Total interest paid this period on loans. (Enter amount from Schedule B, Part 1, Column (e).)..... \$ _____
- Total payments made this period. (Add Lines 1, 2, and 3. Enter here and on the Summary Page, Column A, Line 6.)..... **TOTAL \$** _____

Report payments on Schedule E (other than loans).

For each payment of \$100 or more made during the period, report the name and street address, city, state, and zip code of the payee or creditor, and the amount paid during the period. Payments of less than \$100 during the period are reported as a lump sum on Line 2 of the Schedule E Summary. However, if two or more payments under \$100 were made for a single product or service and the total paid during the period was \$100 or more, itemize the total amount paid during the period.

Report payments made on accrued expenses. Also report the required information on Schedule F.

Code or Description of Payment:

If one of the codes listed on Schedule E fully describes the payment, enter the code. A full description of each code is provided on the back of the Schedule E-Continuation Sheet. If none of the codes fully explains the payment, leave the "Code" column blank and enter a brief description of the goods or services purchased in the "Description of Payment" column.

Credit Card Payments:

Disclose the name, address, and amount paid to the credit card company during the period. Also disclose the name, address, amount paid, and code or description of payment for each vendor paid \$100 or more. You may disclose the vendor payments on Schedule E or Schedule G.

Payments by Agents and Independent Contractors:

When an agent or independent contractor (e.g., campaign worker, advertising agency, campaign management firm) makes payments on your behalf ("subvendor payments"), disclose the name, address, amount paid, and code or description of payment for each vendor paid \$500 or more. Disclose payments to the agent or independent contractor on Schedule E. You may disclose the subvendor payments on Schedule E or Schedule G.

Loans:

Report interest paid on loans received on Line 3 of the Schedule E Summary (from Schedule B, Part 1, Column (e)).

Report payments made on loans received on Schedule B and loans made to others on Schedule H. Do not report on Schedule E.

Savings Accounts/Certificates of Deposit/Money Market Accounts:

Do not report transfers of campaign funds into savings accounts, certificates of deposit, money market accounts, or the purchase of any other asset that can readily be converted to cash on Schedule E. Continue reporting these amounts as part of your cash on hand on the Summary Page.

Candidates:

- Candidates must briefly describe the political, legislative, or governmental purpose of an itemized expenditure for gifts, meals, and travel payments. FPPC Regulation 18421.7 sets out the requirements.
- Candidate controlled ballot measure committee funds may only be used to make payments related to a state or local measure or potential measure (including qualification activities) anticipated by the committee. See FPPC regulation 18521.5.

Ballot Measure Committees

A ballot measure committee that makes a payment to any business entity (1) which is owned 50 percent or more by any of the individuals listed below, or (2) in which any of the individuals listed below is an officer, partner, consultant or employee, must report that individual's name, relationship to the committee, and a description of the ownership interest or position with the business entity. Individuals covered by (1) and (2) above include:

- A candidate or person controlling the committee; or
- An officer or employee of the committee; or
- The spouse of any of the above.

**Schedule E
(Continuation Sheet)
Payments Made**

Amounts may be rounded
to whole dollars.

Statement covers period from _____ through _____	CALIFORNIA FORM 460
Page _____ of _____	I.D. NUMBER

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER

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

- | | | |
|---|---|---|
| CMP campaign paraphernalia/misc. | MBR member communications | RAD radio airtime and production costs |
| CNS campaign consultants | MTG meetings and appearances | RFD returned contributions |
| CTB contribution (explain nonmonetary)* | OFC office expenses | SAL campaign workers' salaries |
| CVC civic donations | PET petition circulating | TEL t.v. 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 | TRS staff/spouse travel, lodging, and meals |
| IND independent expenditure supporting/opposing others (explain)* | POS postage, delivery and messenger services | TSF 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 I.D. NUMBER)	CODE	OR	DESCRIPTION OF PAYMENT	AMOUNT PAID

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

SUBTOTAL \$

Instructions for Schedule E (Continued) Payments Made

Codes:

CMP: Campaign paraphernalia/misc. Lawn signs, buttons, bumper stickers, T-shirts, potholders, etc. Includes costs of election night event.

CNS: Campaign consultants. Fees and commissions paid to professional campaign management or consulting firms.

CTB: Contributions. Contributions made to other candidates and committees. Use "CTB" for direct monetary contributions. For nonmonetary (in-kind) contributions, use "CTB" and, if one of the other codes accurately describes the expenditure, you may enter that code also. Otherwise, describe the payment. Also provide the name of the candidate or committee that received the nonmonetary contribution in the "Description of Payment" column.*

CVC: Civic donations. Donations to civic, nonprofit or education organizations; payments for community events.

FIL: Candidate Filing/Ballot Fees. Payments to election officials for candidate filing fees and fees charged for publication of a ballot statement.

FND: Fundraising events. Expenditures associated with holding a fundraising event, including payments for event space to hotels or halls, payments for food and beverages to restaurants, caterers and other vendors, and payments for speakers, entertainment, and decorations. Includes costs of house parties. (Use "LIT" for costs of invitations, brochures, and solicitations associated with fundraising events.)

IND: Independent expenditures. Payments for communications that support/oppose other candidates or measures that are not made in consultation or coordination with the candidates or a ballot measure committee. Use "IND" and, if one of the other codes accurately describes

the independent expenditure, you may enter that code also. Otherwise, describe the payment. Also provide the name of the candidate or ballot measure supported or opposed by the expenditure.*

LEG: Legal Defense. Attorney or other fees paid for legal defense.

LIT: Campaign literature and mailings. Preparation, production, and distribution of campaign literature, direct mail pieces, fundraising solicitations, and door hangers. Includes costs of mailing lists, design/graphics, copy and layout, printing and photocopying. Includes payments to be on a slate mailer, and for absentee ballot mailers.

MBR: Member Communications. Payments for communications to members, employees, or shareholders of an organization, or their family members, for the purpose of supporting or opposing a candidate or ballot measure.

MTG: Meetings and appearances. Costs associated with meetings, press conferences, town halls, constituent meetings, etc.

OFC: Office expenses. Expenditures for office rent; utilities (including cellular phone service); purchase or rental of office equipment (computer, fax, photocopier, etc.) and furniture; office supplies, etc.

PET: Petition circulating. Includes payments for printing petitions and payments to signature gathering firms for ballot measure qualification drives.

PHO: Phone banks. Costs of phone banks.

POL: Polling and survey research. Costs of designing and conducting polls, reports on election trends, voter surveys, etc.

POS: Postage, delivery and messenger services. Includes U.S. Postal Service, Federal Express, United Parcel Service, and other delivery and courier services.

PRO: Professional services. Includes legal, accounting, and bookkeeping services.

PRT: Print space and production costs. Includes advertising space in newspapers, magazines and other publications, and billboard ads.

RAD: Radio airtime and production costs.

RFD: Returned contributions.

SAL: Campaign workers salaries. Includes state and federal payroll taxes.

TEL: Television or cable airtime and video production costs.

TRC: Candidate travel. Payments or reimbursements for travel, lodging, and meals of a candidate.

TRS: Staff/spouse travel. Payments or reimbursements for travel, lodging, and meals of a candidate's representative (staff), or member of the candidate's household.

TSF: Transfers. Only use this code to report the transfer of funds to another authorized committee of the same candidate or sponsoring organization. Report funds this committee gives to other committees on Schedule E, as contributions ("CTB") to those committees, not as transfers.

VOT: Voter registration costs.

WEB: Information technology costs. Includes payments for website design, e-mail, internet access, production of website and e-mail advertising.

***Payments that are contributions or independent expenditures to support or oppose other candidates, measures, and committees must also be summarized on Schedule D.**

Schedule F Accrued Expenses (Unpaid Bills)

Amounts may be rounded to whole dollars.

Statement covers period from _____ through _____	CALIFORNIA FORM 460
	Page _____ of _____
I.D. NUMBER _____	

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER _____

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

- | | | |
|---|---|---|
| CMP campaign paraphernalia/misc. | MBR member communications | RAD radio airtime and production costs |
| CNS campaign consultants | MTG meetings and appearances | RFD returned contributions |
| CTB contribution (explain nonmonetary)* | OFC office expenses | SAL campaign workers' salaries |
| CVC civic donations | PET petition circulating | TEL t.v. 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 | TRS staff/spouse travel, lodging, and meals |
| IND independent expenditure supporting/opposing others (explain)* | POS postage, delivery and messenger services | TSF 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 CREDITOR (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	CODE OR DESCRIPTION OF PAYMENT	(a) OUTSTANDING BALANCE BEGINNING OF THIS PERIOD	(b) AMOUNT INCURRED THIS PERIOD	(c) AMOUNT PAID THIS PERIOD (ALSO REPORT ON E)	(d) OUTSTANDING BALANCE AT CLOSE OF THIS PERIOD

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

SUBTOTALS \$ _____ \$ _____ \$ _____ \$ _____

Schedule F Summary

- Total accrued expenses incurred this period. (Include all Schedule F, Column (b) subtotals for accrued expenses of \$100 or more, plus total unitemized accrued expenses under \$100.) **INCURRED TOTALS \$ _____**
- Total accrued expenses paid this period. (Include all Schedule F, Column (c) subtotals for payments on accrued expenses of \$100 or more, plus total unitemized payments on accrued expenses under \$100.) **PAID TOTALS \$ _____**
- Net change this period. (**Subtract** Line 2 from Line 1. Enter the difference here and on the Summary Page, Column A, Line 9.) **NET \$ _____**
May be a negative number

Instructions for Schedule F Accrued Expenses (Unpaid Bills)

Report unpaid bills for goods or services on Schedule F.

If the amount owed to a single vendor is \$100 or more at the end of the reporting period, you must disclose the name and street address, city, state, and zip code of the payee or creditor and the amount incurred during the period that is outstanding at the end of the period (Column (b)). Continue reporting the accrued expense on each subsequent campaign statement until it is paid.

You are not required to report on Schedule F regular administrative overhead expenses, such as rent, utilities, phones, or employee salaries if you have 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.

If you do not know the exact amount of a debt or obligation, provide an estimate. Once the exact amount is known, amend the estimated amount or note the correct amount on the next campaign statement.

Unpaid bills of less than \$100 at the end of the reporting period are added together and included in the total reported on Line 1 of the Schedule F Summary.

When accrued expenses are paid, the payments are reported on Schedule E. Also report the payment on Schedule F, Column (c).

Code or Description of Payment:

If one of the expenditure codes listed on Schedule F fully describes the payment, enter the code. A full description of each code is provided on the back of the Schedule E Continuation Sheet. If none of the codes fully explains the expenditure, enter a brief description of the goods or services instead.

There are special instructions on the back of the Schedule E Continuation Sheet for coding and describing nonmonetary contributions and independent expenditures to support/oppose other candidates, committees, and ballot measures.

Accrued expenses that are nonmonetary contributions and independent expenditures must also be summarized on Schedule D when incurred.

Credit Card Payments:

Disclose the name, address, and amount owed or paid to the credit card company during the period. Also disclose the name, address, amount paid, and code or description of payment for each vendor paid \$100 or more. You may disclose the vendor payments on Schedule F or Schedule G.

Payments by Agents and Independent Contractors:

When an agent or independent contractor (e.g., campaign worker, advertising agency, campaign management firm) makes payments on your behalf ("subvendor payments"), disclose the name, address, amount paid, and code or description of payment for each vendor paid \$500 or more. Disclose amounts owed to the agent or independent contractor on Schedule F. You may disclose the subvendor payments on Schedule F or Schedule G.

Note: It is not necessary to reitemize credit card vendors or agent subvendors on Schedule F or G when payments are made on accrued expenses, or if an accrued expense is itemized on more than one statement.

Forgiveness or Third Party Payment of an Accrued Expense:

If a creditor forgives or reduces an outstanding debt, or a third party pays a debt for you, report the transaction as follows:

- In the "Description of Payment" column, state that the debt was forgiven, reduced, or paid by a third party.
- Report the amount forgiven, reduced, or paid by a third party as a negative figure in the "Amount Incurred This Period" column (Column (b)).
- Report a nonmonetary contribution from the creditor or third party on Schedule C.

Do not report the forgiveness, reduction, or third party payment on Schedule E. Refer to the FPPC Campaign Disclosure Manual for your type of committee for important information about recordkeeping, cash expenditures, permissible uses of campaign funds, and more.

**Schedule F
(Continuation Sheet)
Accrued Expenses (Unpaid Bills)**

Amounts may be rounded
to whole dollars.

SCHEDULE F (CONT.)

Statement covers period	CALIFORNIA FORM 460
from _____	
through _____	Page _____ of _____
NAME OF FILER	
I.D. NUMBER	

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

- | | | |
|---|---|---|
| CMP campaign paraphernalia/misc. | MBR member communications | RAD radio airtime and production costs |
| CNS campaign consultants | MTG meetings and appearances | RFD returned contributions |
| CTB contribution (explain nonmonetary)* | OFC office expenses | SAL campaign workers' salaries |
| CVC civic donations | PET petition circulating | TEL t.v. 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 | TRS staff/spouse travel, lodging, and meals |
| IND independent expenditure supporting/opposing others (explain)* | POS postage, delivery and messenger services | TSF 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) |

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

NAME AND ADDRESS OF CREDITOR (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	CODE OR DESCRIPTION OF PAYMENT	(a) OUTSTANDING BALANCE BEGINNING OF THIS PERIOD	(b) AMOUNT INCURRED THIS PERIOD	(c) AMOUNT PAID THIS PERIOD (ALSO REPORT ON E)	(d) OUTSTANDING BALANCE AT CLOSE OF THIS PERIOD
SUBTOTALS \$			\$	\$	\$

Schedule G
Payments Made by an Agent or Independent Contractor (on Behalf of This Committee)

Amounts may be rounded to whole dollars.

Statement covers period		CALIFORNIA FORM 460
from _____	through _____	
Page _____ of _____		I.D. NUMBER

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER

NAME OF AGENT OR INDEPENDENT CONTRACTOR

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

- | | | |
|---|---|---|
| CMP campaign paraphernalia/misc. | MBR member communications | RAD radio airtime and production costs |
| CNS campaign consultants | MTG meetings and appearances | RFD returned contributions |
| CTB contribution (explain nonmonetary)* | OFC office expenses | SAL campaign workers' salaries |
| CVC civic donations | PET petition circulating | TEL t.v. 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 | TRS staff/spouse travel, lodging, and meals |
| IND independent expenditure supporting/opposing others (explain)* | POS postage, delivery and messenger services | TSF 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) |

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

NAME AND ADDRESS OF PAYEE OR CREDITOR (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	CODE	OR	DESCRIPTION OF PAYMENT	AMOUNT PAID

Attach additional information on appropriately labeled continuation sheets.

TOTAL* \$

* Do not transfer to any other schedule or to the Summary Page. This total may not equal the amount paid to the agent or independent contractor as reported on Schedule E.

Instructions for Schedule G Payments Made by an Agent or Independent Contractor

Report payments made on your behalf during the reporting period by an agent or independent contractor (such as a campaign management firm or an advertising agency) on Schedule G.

Schedule G may be completed by the agent or independent contractor and provided to you or Schedule G may be completed by you from information provided by the agent or independent contractor.

Report expenditures of \$500 or more (other than expenditures for the agent's or independent contractor's overhead and normal operating expenses) made on your behalf during the reporting period.

Once a subvendor payment has been itemized on Schedule E, F, or G, it does not need to be itemized again. For example, if a subvendor payment is reported on Schedule F or G as part of an accrued expense, the subvendor information does not need to be reported again on subsequent reports.

Code or Description of Payment:

If one of the expenditure codes listed on Schedule G fully describes the payment, enter the code. A full description of each code is provided on the back of the Schedule E Continuation Sheet. If none of the codes fully explains the expenditure, enter a brief description of the payment instead.

Important: Officeholders and candidates may reimburse an agent or independent contractor for expenditures made on their behalf only if all of the following criteria are met:

- There is a written contract between the officeholder or candidate and the agent or independent contractor that provides for the reimbursement;
- The treasurer is provided with a dated receipt and written description of each expenditure prior to reimbursement; and
- Reimbursement is paid within 45 calendar days after the agent or independent contractor makes the expenditures.

Generally, if reimbursement is not paid within 45 calendar days, report the expenditure as a nonmonetary contribution on Schedule C.

Refer to the FPPC Campaign Disclosure Manual for your type of committee for additional instructions.

Schedule H Loans Made to Others*

Amounts may be rounded
to whole dollars.

Statement covers period from _____ through _____	CALIFORNIA FORM 460
Page _____ of _____	I.D. NUMBER

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER _____

FULL NAME, STREET ADDRESS AND ZIP CODE OF RECIPIENT <small>(IF COMMITTEE, ALSO ENTER I.D. NUMBER)</small>	IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER <small>(IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)</small>	(a) OUTSTANDING BALANCE BEGINNING THIS PERIOD	(b) AMOUNT LOANED THIS PERIOD	(c) REPAYMENT OR FORGIVENESS THIS PERIOD*	(d) OUTSTANDING BALANCE AT CLOSE OF THIS PERIOD	(e) INTEREST RECEIVED	(f) ORIGINAL AMOUNT OF LOAN	(g) CUMULATIVE LOANS TO DATE
		\$ _____	\$ _____	PAID \$ _____ FORGIVEN \$ _____	\$ _____ _____ DATE DUE	_____% RATE \$ _____	\$ _____ _____ DATE INCURRED	CALENDAR YEAR \$ _____ PER ELECTION** \$ _____
		\$ _____	\$ _____	PAID \$ _____ FORGIVEN \$ _____	\$ _____ _____ DATE DUE	_____% RATE \$ _____	\$ _____ _____ DATE INCURRED	CALENDAR YEAR \$ _____ PER ELECTION** \$ _____
		SUBTOTALS	\$	\$	\$	\$		

*Loans that are contributions to another candidate or committee must also be summarized on Schedule D. Loans forgiven must also be reported on Schedule E.

(Enter (e) on
Schedule I, Line 3)

Schedule H Summary

1. Loans made this period.....\$ _____
(Total Column (b) plus unitemized loans of less than \$100.)
2. Payments received on loans.....\$ _____
(Total Column (c) plus unitemized payments of less than \$100.)
3. Net change this period. **(Subtract Line 2 from Line 1.)**.....NET \$ _____
(Enter the net here and on the Summary Page, Column A, Line 7.)

**If Required

(May be a negative number)

Instructions for Schedule H Loans Made to Others

All loans made or outstanding are reported on Schedule H.

Generally, campaign funds may be used to make loans to other candidates, officeholders, or committees (unless otherwise prohibited) and to bona fide charitable, educational, civic, religious, or similar tax-exempt nonprofit organizations. There are restrictions on loans to any other person, including a candidate who controls the committee, or to a nonprofit organization that is affiliated with a candidate, the treasurer, or other committee officials.

For each loan of \$100 or more that was made or was outstanding during the reporting period, disclose the recipient's name and address and, if an individual, his/her occupation and employer or, if self employed, the name of the business.

Column (a) – Enter the outstanding loan balance at the beginning of this period (column (d) of last report.) If the loan was made this period, this column will be blank.

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

Column (c) – Enter the amount of any reduction of the loan during this reporting period. Check whether the loan was paid or forgiven. If the committee forgives a loan, also report the transaction on Schedule E.

Column (d) – Enter the outstanding balance of the loan(s) at the close of this reporting period. Enter the due date, if any.

Column (e) – Enter the interest rate and amount of interest received on the loan(s) during this reporting period. Interest received is reported separately from payments received on the loan principal. Interest payments are also transferred to the Schedule I Summary.

Column (f) – Enter the original amount of the loan and date made. If this is the first time you are reporting the loan, this will be the same amount reported in Column (b).

Column (g) – For each loan made during this reporting period that is a contribution,* enter the cumulative amount of contributions (loans, monetary and nonmonetary contributions) made to the recipient during the calendar year covered by the statement. If the recipient is a candidate subject to state contribution limits, or the information is required by local ordinance, also enter the total amount contributed to the candidate in connection with each limitation cycle and identify the election year. (For contributions to state candidates, see the Schedule D instructions.)

Schedule H Summary:

The Schedule H Summary reflects the “net change” in the committee’s loan activity. That is, repayments received are subtracted from new loans made. When the repayment number is larger than the amount of the new loans made, Line 3 will be a negative figure. For example, if \$200 is received by the committee during the period and only \$100 is made in new loans, report the net change on Line 3 as “-\$100” or “(\$100).” Be sure to carry this figure to the Summary Page as a negative figure to be subtracted from Summary Page totals.

Refer to the FPPC Campaign Disclosure Manual for your type of committee for important information about recordkeeping, prohibitions on cash contributions, loan restrictions, and more.

*Loans that are contributions to candidates or other committees must also be reported on Schedule D.

**Schedule I
Miscellaneous Increases to Cash**

Amounts may be rounded
to whole dollars.

SCHEDULE I

Statement covers period
from _____
through _____

CALIFORNIA FORM 460
Page _____ of _____

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER _____

I.D. NUMBER _____

DATE RECEIVED	FULL NAME AND ADDRESS OF SOURCE (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	DESCRIPTION OF RECEIPT	AMOUNT OF INCREASE TO CASH

Attach additional information on appropriately labeled continuation sheets.

SUBTOTAL \$ _____

Schedule I Summary

- 1. Itemized increases to cash this period. \$ _____
- 2. Unitemized increases to cash of under \$100 this period. \$ _____
- 3. Total of all interest received this period on loans made to others. (Schedule H, Column (e).) \$ _____
- 4. Total miscellaneous increases to cash this period. (Add Lines 1, 2, and 3. Enter here and on the Summary Page, Line 14.) **TOTAL \$** _____

**Instructions for
Schedule I
Miscellaneous Increases to Cash**

Report any transaction that increases the cash position of the officeholder, candidate, or committee, but is not a monetary contribution, loan, or loan repayment, on Schedule I.

Itemize the sources of \$100 or more received during the reporting period.

Examples include:

- Interest received or credited to checking or savings accounts or other time deposits.
- Proceeds from the sale of property, such as paintings, furniture, or other items sold at garage sales or auctions, etc., when the amount received is the “fair market value” of the item. Amounts received over the fair market value are reported on Schedule A. (Report donated items as nonmonetary contributions on Schedule C.)
- Proceeds from the sale of campaign property, such as office furniture or equipment.
- Refunds received on deposits, such as telephone deposits.
- Refunds received from overpayment of bills.

- Transfers received from another authorized committee of the same candidate. (Candidates for elective state office should refer to FPPC Campaign Disclosure Manual 1 for information about reporting transferred funds that must be attributed to specific contributors of the committee making the transfer.)

Report on Line 3 of the Schedule I Summary the lump sum of interest payments received on loans made to others. Do not itemize. This amount is transferred from Schedule H, Column (g).

Form 460 - Supplemental Instructions for Multipurpose Organizations Including Nonprofits

Qualifying as a Recipient Committee

Certain multipurpose organizations that make political expenditures in California must register as recipient committees. Pursuant to Government Code Section 84222, the following groups qualify as recipient committees and must file a Statement of Organization (Form 410) and other required campaign statements:

- Calendar Year Filers. Organizations that make contributions or expenditures in California totaling more than \$50,000 in a period of 12 months or more than \$100,000 in a period of four consecutive years.
- Federal or out-of-state political committees that make contributions or expenditures in California totaling at least \$2,000 in a calendar year.
- Organizations that solicit and receive payments from donors totaling at least \$2,000 for the purpose of making contributions or expenditures in California.
- Organizations that accept payments from donors totaling at least \$2,000 subject to a condition, agreement, or understanding with the donor that all or a portion of the payments may be used for making contributions or expenditures in California.
- Organizations that have existing funds from a donor and a subsequent agreement or understanding is reached with the donor that all or a portion of the funds may be used to make contributions or expenditures totaling at least \$2,000 in California.

Exceptions:

Nondonor Funds. A multipurpose organization that uses only “nondonor funds” (e.g., investment income, capital gains, income from providing goods or services) to make contributions or expenditures will not qualify as a recipient committee; however, the organization may qualify as a “major donor committee” or an “independent expenditure committee.” See [Campaign Disclosure Manuals 5 and 6](#) for additional information.

Sponsored Committees. A membership organization that is the sponsor of a recipient committee may report its contributions and expenditures made from general funds on its committee’s campaign statement so long as the organization does not receive payments of \$10,000 or more in a calendar year from a single source. The sponsor shall use the “last in, first out” (LIFO) accounting method and must itemize contributors of

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\$1,000 or more. The sponsored committee must report all other contributions and expenditures in support of the committee by the sponsor, its intermediate units, and the members of those entities.

Donor Disclosure

Multipurpose organizations must disclose total contributions received in an amount equal to the organization's total contributions and expenditures made in the reporting period. Donors to the multipurpose organization are disclosed as contributors on the Form 460 as follows:

1. **Donors Giving for Political Purposes – Itemize at \$100.** State the full amount given and identifying information for all donors who made payments to the organization specifically for political purposes in California. In addition, donors who knew that all or a portion of their payments may be used for political purposes in California and donors who reached a subsequent agreement or understanding with the committee that all or a portion of their payments may be used for political purposes in California must also be listed. *These donors must be itemized if their payments total \$100 or more in a calendar year.*
2. **LIFO Donors – Itemize at \$1,000.** Report donors using a “last in, first out” (LIFO) accounting method to identify donors when the funds described above do not cover the entire amount of the contribution or independent expenditure made by the organization. Identify donors to the general fund in reverse chronological order beginning with the most recent donor. Donor identification starts with the date the political expenditure was made. Each donor's payment is included on the Form 460; however, *only donors of \$1,000 or more in a calendar year must be itemized.* Continue this method until a sufficient number of donors have been identified as contributors to account for the contribution or independent expenditure.

Note: During the 90 days before an election, calendar year filers must identify contributors using the LIFO accounting method no later than three business days following the expenditure. At all other times, contributors must be identified within 10 business days.

3. **Organization Itself.** If these two classes of contributors do not account for the full balance of the group's political expenditures, the organization will identify itself as a contributor of the remaining balance.

When itemizing a contribution, report the name, street address, city, state and zip code of the contributor. If the contributor is an individual, also include the occupation and the name of his or her employer. If the contributor is self-employed, provide the name of his or her business. If the contributor is not employed, enter “none.” If the occupation and employer information cannot be obtained, the report must provide an explanation of the organization's attempts to obtain the information.

Exceptions:

Organizations need not identify the following payments received as “contributions”:

- **Restricted Funds.** A donation from a donor that prohibits the use of the donation for political purposes or designates or restricts the donation for purposes other than contributions or expenditures.
- **Foundation Funds.** A grant from a private foundation as defined by Internal Revenue Code Section 509(a) that does not constitute a taxable expenditure under Internal Revenue Code Section 4945(d)(1) or (d)(2).
- **Funds received prior to July 1, 2014.** A donation to the general fund made before the new legislation took effect, if the funds were not given or approved by the donor to be used on a candidate or ballot measure in California.

Special Reporting Requirements

Calendar Year Filers. Contributions and expenditures made in a prior calendar year are not required to be included on the reports filed for the calendar year in which an organization qualifies as a committee by making contributions or expenditures of more than \$100,000 in a period of four consecutive calendar years.

Description of Nondonor Funds. A multipurpose organization that makes contributions or expenditures using nondonor funds shall describe the source of those nondonor funds. This description shall include the type of nondonor funds used (e.g. investment income – including from capital gains; net income from providing goods, services, or facilities; sale of assets or other receipts that are not donations including but not limited to income received from advertisements, promotions, tributes, royalties, rents or leases) and identification of the source of the nondonor funds, including, but not limited to: the name of the entity where an income producing investment is/was held; the type of goods, services, or facilities provided (including location of facilities); and identifying information for assets sold. Where there are multiple sources of income from any of the foregoing types of income, each source shall be identified separately.

Sponsored Committees. A membership organization that is the sponsor of a recipient committee may report its contributions and expenditures made from general funds on its committee’s campaign statement so long as the organization does not receive payments of \$10,000 or more in a calendar year from a single source. The sponsor shall use the “last in, first out” (LIFO) accounting method and must itemize contributors that

have donated \$1,000 or more to the general fund since July 1, 2014. If these contributors do not account for the full balance of the organization's expenditures, the organization must identify itself as a contributor of the remaining balance.

Federal PACs – Contributions Received. A federal PAC that is filing campaign reports with the Federal Election Commission (FEC) is not required to re-itemize contributors on the Form 460, but the committee must disclose the total amount of contributions received on Line 3 of the Schedule A Summary, make a statement on the report that its contributors are listed on its federal report, and include the federal committee's name and identification number. Contributions received should be reported as follows:

- **Schedule A:** In the name of contributor field, make a statement that the contributors are itemized on the federal report and include the federal committee's name and ID number. For example, "Contributors listed on the FEC Report of ABC Company PAC, FEC ID#01010101." If it is not possible to put this information on Schedule A, it may be included in a memo field instead.
- **Schedule A Summary:** Enter zero on Line 1 (itemized contributions) and enter the total receipts from the FEC report on Line 2 (unitemized contributions). Add Lines 1 and 2 and enter the total on Line 3 (total monetary contributions received).
- **Form 460 Summary Page:** The amount from Line 3 of the Schedule A Summary is carried over to Lines 1 and 5 of the overall Summary Page.

Out-of-State PACs – Contributions Received. An out-of-state PAC must report contributions received as follows:

- **Schedule A:**
 - Itemize contributions of \$100 or more in an amount equal to the PAC's California activity and enter the total on Line 1 (itemized contributions) of the Schedule A Summary.
 - Enter the total amount of all other contributions received on Line 2 (unitemized contributions) of the Schedule A Summary. Add Lines 1 and 2 and enter the total on Line 3 (total monetary contributions received).
- **Form 460 Summary Page:** The amount from Line 3 of the Schedule A Summary is carried over to Lines 1 and 5 of the overall Summary Page.

Expenditures Made by Federal and Out-of-State PACs. A federal or out-of-state PAC is required to report its California expenditures and itemize expenditures made of \$100 or more. However, it is not required to itemize contributions made and expenditures made to influence federal or out-of-state elections. These payments may be reported as a single expenditure and described as such. Expenditures should be reported as follows:

- **California Expenditures:** On Schedule E, itemize expenditures of \$100 or more made for California state or local elections. Expenditures made for contributions and independent expenditures in California are also itemized on Schedule D.
- **Non-California Expenditures:** On Schedule E, add an entry in the “name and address” field for the non-California expenditures (e.g., “Non-CA expenditures”) and include the lump sum total in the “amount paid” column.
- **Schedule E Summary:** Enter the total amount of California expenditures and non-California expenditures on Line 1 (itemized payments). If unitemized expenditures (less than \$100) were made for contributions and expenditures in California, enter the lump sum total on Line 2 (unitemized payments). Line 3 is likely not applicable to Federal PACs. Line 4 is the total of all expenditures made during the reporting period.
- **Form 460 Summary Page:** The amount from Line 4 of the Schedule E Summary is carried over to Lines 6 and 11 of the overall Summary Page.

When and Where to File the Form 460

- **When to File:** The Form 460 is filed as a semi-annual statement, and depending on the organization’s activity, may also be filed as a preelection statement or other special report.
 - **Calendar Year Filers.** A multipurpose organization that qualifies as a recipient committee because its political expenditures were more than \$50,000 in a period of 12 months or more than \$100,000 in a four consecutive calendar year period files the Form 460 in connection with the election filing schedule deadlines. If all contributions and expenditures have already been reported on a Form 460, a calendar year filer is not required to file a year-end Form 460 semi-annual statement. (See “Committee Termination” below.)
 - **Expedited Filing.** A multipurpose organization identified as a contributor by “last in, first out” (LIFO) accounting that also qualifies as a recipient committee must register and file campaign statements of its own. The organization qualifies as a committee on the date it knows or has reason to know that it met the qualification thresholds by receiving notice from the first organization or being otherwise put on notice. Generally, the contributing organization must file a Statement of Organization

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(Form 410) and Form 460 disclosing its donors, if applicable, within 10 business days; however, during the 90-day period before an election, the Form 410 and Form 460 must be filed within three business days.

- **Where to File:** State committees file the Form 460 with the Secretary of State. *State committees that raise or spend \$25,000 or more must file the Form 460 electronically and in paper format.* Local committees file the Form 460 with the local filing officer (i.e., city clerk, county elections office). Check with the local jurisdiction to determine if electronic filing is available.

Committee Termination

Calendar Year Filers

A multipurpose organization that qualifies as a recipient committee because its political expenditures were more than \$50,000 in a period of 12 months or more than \$100,000 in a four consecutive calendar year period automatically terminates on December 31 of the year in which it qualified. A year-end semi-annual statement is not required unless the organization has undisclosed contributions or expenditures to report, in which case a semi-annual statement is due by January 31. An organization may elect to remain registered as a committee instead of terminating automatically by stating its intent to remain open on its initial Form 410 or on an amended Form 410 filed prior to the end of the calendar year.

Other Multipurpose Organizations

Any other multipurpose organization (including a federal PAC) that qualifies as a recipient committee terminates in the same manner as other recipient committees. A final Form 460 must be filed and a Form 410 termination statement must also be filed. See the Form 410 instructions for the requirements that must be met in order for a committee to terminate.

FAQs

Q: Our union has a sponsored political action committee (PAC). This year the union made two contributions, \$25,000 and \$30,000, to a state ballot measure committee from the union's general dues account. We are going to report the contributions on our sponsored committee's report. When we identify members through the "last in, first out" (LIFO) accounting method for the \$55,000 in political expenditures, are we required to itemize members whose payments total \$100 or more?

A: No. When identifying sources of political expenditures using the "last in, first out" (LIFO) accounting method, you must only itemize members whose payments total \$1,000 or more in a calendar year. The sponsored PAC, however, must itemize payments that total \$100 or more in a calendar year when those payments are received specifically by the PAC.

Q: Our federal political action committee (PAC) qualified as a California recipient committee. We file campaign reports with the Federal Election Commission (FEC) disclosing all contributions received and expenditures made. Are we required to re-itemize contributors on the Form 460?

A: No. A federal PAC that is filing campaign reports with the FEC is not required to re-itemize contributors on the Form 460, but the committee must disclose the total amount of contributions received, make a statement that its contributors are listed on its federal report, and include the federal committee's name and identification number. The PAC must itemize its California expenditures on the Form 460 and provide a lump sum total of all other expenditures.

Q: Our association qualified as a recipient committee (calendar year filer) in May by making a contribution of \$65,000 to a ballot measure committee from the association's general funds. We reported the contribution made to the ballot measure committee and the donors identified as contributors by the "last in, first out" (LIFO) accounting method on the semi-annual Form 460 filed on July 31, covering the period of January 1 through June 30. If we make no further political expenditures this year and we did not elect to remain a registered committee, are we required to file a semi-annual Form 460 for the period of July 1 through December 31?

A: No. A year-end semi-annual statement is not required so long as the association does not have undisclosed contributions or expenditures to report. Your committee status will automatically terminate on December 31.

For additional guidance, refer to the [Multipurpose Organizations Reporting Political Spending](#) fact sheet.

Who Uses Form 470:

Form 470 is for use by officeholders and candidates who:

- do not have a controlled committee;
- do not anticipate receiving contributions totaling \$2,000 or more during the calendar year; and
- do not anticipate spending \$2,000 or more during the calendar year.

Officeholders and candidates who have a controlled committee or who have raised or spent \$2,000, file the Recipient Committee Statement – Form 460.

Exceptions:

The following individuals seeking or holding office are not required to file campaign disclosure statements (Form 470 or Form 460):

- candidates for county central committee offices that do not raise or spend \$2,000 or more in a calendar year;
- officeholders whose salaries are less than \$200 per month and judicial candidates who have not made or received contributions or made expenditures during non-election years; and
- judges who do not receive contributions and who make personal expenditures of less than \$1,000 or more in non-election years.

Period Covered:

The period covered is always the calendar year (January 1 through December 31).

\$2,000 Threshold:

To determine if \$2,000 has been raised or spent, or will be raised or spent, the candidate's personal funds for the filing fee or statement of qualifications are excluded.

A campaign bank account must be established if the candidate receives contributions from other persons. PAGE 156

When to File:

Ensure campaign deadlines are met. Go to www.fppc.ca.gov for campaign disclosure filing schedules.

If the Form 470 is filed in connection with an election, or on or before the filing deadline for the first campaign statement required for the calendar year, no additional campaign statements need to be filed for that calendar year as long as total contributions received remain less than \$2,000 and total expenditures made remain less than \$2,000. In most cases, July 31 is the filing deadline for the first campaign statement required to be filed by officeholders and candidates not being voted upon.

The Form 470 is filed in connection with an election if it is filed with the declaration of candidacy, or as a first preelection statement in connection with an election, covering the year of the election. If, after filing Form 470, receipts or expenditures reach \$2,000 or more, see the attached Form 470 Supplement for important reporting requirements.

Where to File:

State Elections:

State officeholders, state candidates, candidates and members of CalPERS and CalSTRS, judges and judicial candidates must file the original and one copy with:

Secretary of State
Political Reform Division
1500 11th Street, Room 495
Sacramento, CA 95814
Phone (916) 653-6224
Fax (916) 653-5045
www.sos.ca.gov

Additional Copies:

A copy of the Form 470 must also be filed with the candidate's county of domicile's filing officer. CalPERS and CalSTRS board candidates must file a copy of the Form 470 with the relevant CalPERS or CalSTRS office and not the candidate's county of domicile.

Local Elections:

- Elected officers and candidates for local multi-county agencies file an original and one copy with the elections official for the county with the largest number of registered voters in the district and one copy with the candidate's county of domicile.
- Elected county officeholders and candidates for county offices file an original and one copy with the elections official for that county.
- Elected city officeholders and candidates for city offices file an original and one copy with the city clerk.

Note: A local agency may impose additional requirements.

Amendments: If you are filing an amendment to a previously filed statement, give a brief explanation of the amendment. Be sure to enter the calendar year covered by the statement you are amending and the date of election, if applicable.

This form was prepared by the Fair Political Practices Commission (FPPC). For detailed information on campaign reporting requirements and the Information Practices Act of 1977, see the FPPC Campaign Disclosure Manual.

**Officeholder and Candidate
Campaign Statement –
Short Form**

		Date Stamp	CALIFORNIA FORM 470
Date of election if applicable: (Month, Day, Year)	Amendment (Explain Below)		For Official Use Only
_____	_____		

1. Statement Covers Calendar Year 20 _____ .

2. Officeholder or Candidate Information

3. Office Sought or Held

NAME OF OFFICEHOLDER OR CANDIDATE _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

AREA CODE/DAYTIME PHONE NUMBER _____ OPTIONAL: FAX / E-MAIL ADDRESS _____

OFFICE SOUGHT OR HELD _____

JURISDICTION (LOCATION) _____

DISTRICT NUMBER (IF APPLICABLE) _____

4. Committee Information

List all committees of which you have knowledge that are primarily formed to receive contributions or to make expenditures on behalf of your candidacy.

COMMITTEE NAME AND I.D. NUMBER	COMMITTEE ADDRESS	NAME OF TREASURER

5. Verification

I declare under penalty of perjury that to the best of my knowledge I anticipate that I will receive less than \$2,000 and that I will spend less than \$2,000 during the calendar year and that I have used all reasonable diligence in preparing this statement. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____ DATE

By _____ SIGNATURE OF OFFICEHOLDER OR CANDIDATE

**Officeholder and Candidate
Campaign Statement
Form 470 Supplement**

<p>Amendment (Explain Below)</p> <hr/> <hr/>	<p>Date Stamp</p>	<p>CALIFORNIA FORM 470 SUPPLEMENT</p>
<p>This form is written notification that the officeholder/candidate listed below has received contributions totaling \$2,000 or more or has made expenditures of \$2,000 or more during the calendar year.</p>		<p>For Official Use Only</p>

SEE INSTRUCTIONS ON REVERSE

1. Officeholder or Candidate Information

NAME OF OFFICEHOLDER OR CANDIDATE _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

AREA CODE/DAYTIME PHONE NUMBER _____ OPTIONAL: FAX / E-MAIL ADDRESS _____

2. Office Sought

OFFICE SOUGHT _____ DISTRICT NUMBER (IF APPLICABLE) _____

DATE OF ELECTION (MONTH, DAY, YEAR) _____

3. Date Contributions Totaling \$2,000 or More Were Received or Date Expenditures of \$2,000 or More Were Made

(MONTH, DAY, YEAR)

Form 470 Supplement:

If an officeholder or candidate files the Form 470 for an election year and later 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 during the same calendar year, the officeholder or candidate must send a written notice within 48 hours. Use the attached Form 470 Supplement or follow the instructions below for preparing the notice.

When to File:

The notice must be sent within 48 hours of receiving contributions totaling \$2,000 or more or making expenditures of \$2,000 or more.

Method of Delivery:

The notice must be sent by guaranteed overnight delivery service, personal delivery, fax, or email. Regular mail may not be used.

Where to File:

- Secretary of State's Office;
- local filing officer with whom the officeholder/candidate is required to file the originals of his/her campaign statements; and
- each candidate seeking the same office.

Contact your filing officer for candidate addresses.

Officeholder/Candidate Information:

Enter the officeholder/candidate's full name, residential or business address and daytime telephone number.

Office Sought:

- Enter the title of the office sought;
- the district number, if any; and
- the date of the election.

Date Contributions/Expenditures Were Made or Received:

Enter the date monetary or non-monetary contributions totaling \$2,000 or more (including the candidate's personal funds) were received or the date expenditures of \$2,000 or more were made.

Amendments: If you are filing an amendment to a previously filed statement, give a brief explanation of the amendment.

Note: Once an officeholder or candidate reaches the \$2,000 threshold in receipts or expenditures, in addition to filing the Form 470 Supplement, other forms are required. See FPPC Campaign Disclosure Manual 1 for state candidates or Manual 2 for local candidates.

What is an “independent expenditure”?

An “independent expenditure” is an expenditure made in connection with a communication (e.g., a billboard, advertisement, or mailing) that expressly advocates the election or defeat of a clearly identified candidate or the qualification, passage, or defeat of a clearly identified measure.¹ An independent expenditure is a payment that is not made to—or at the behest of—the affected candidate or committee.

Independent Expenditures in Connection with State Elections – When and Where to File a Form 496

When: A Form 496 is due within **24 hours** when:

- Independent expenditures that total in the aggregate \$1,000 or more are made to support or oppose a single state candidate or a single state ballot measure in the 90 days before or on the date of the candidate’s or measure’s election.

A Form 496 is due within **10 business days** when:

- A recipient committee that is required to file electronically with the Secretary of State makes independent expenditures totaling \$5,000 or more to support or oppose the qualification or passage of a single state ballot measure outside the **90-day** election cycle.

Where: File Form 496 electronically with the Secretary of State. No paper copies are required and no copies are required to be filed with other filing officers.

A committee that makes independent expenditures in connection with a CalPERS or CalSTRS election must also file a copy with the relevant board’s office.

Independent Expenditures in Connection with Local Elections – When and Where to File a Form 496

When: A Form 496 is due within **24 hours** when:

- Independent expenditures that total in the aggregate \$1,000 or more are made to support or oppose a single local candidate or a single local ballot measure in the 90 days before or on the date of the candidate’s or measure’s election.

A Form 496 is due within **10 business days** when:

- A recipient committee makes independent expenditures totaling \$5,000 or more to support or oppose the **qualification** of a single local ballot measure.

Where: File Form 496 by fax, guaranteed overnight delivery, personal delivery or email with the filing officer(s) who would receive your campaign statements if you were a committee primarily formed to support or oppose the candidate or ballot measure supported or opposed by the independent expenditure. In most cases this is the filing officer with whom the candidate or ballot measure committee files. Regular mail may not be used. A local ordinance may also require this form to be filed electronically.

Other Important Information

- **Candidates:** Form 496 is not required for expenditures supporting your election that are made from your committee, including expenditures opposing an opponent.
- **Ballot Measure Committees:** A primarily formed ballot measure committee does not file Form 496 for expenditures made in support of its campaign.
- All independent expenditures reported on Form 496 must also be reported on subsequent campaign reports (i.e., Forms 460, 450 or 461).

- **Form 462 - Verification of Independent Expenditures** is also required to be filed when an independent expenditure that totals in the aggregate \$1,000 or more is made. The principal officer, or in the case of a controlled committee, the candidate or state measure proponent who controls the committee, must verify that he/she has not received any unreported money or reimbursement to make the independent expenditures and has not coordinated with the candidate or the opponent of the candidate or the proponent or the opponent of the state measure that is the subject of the expenditure. Form 462 must be filed with the Fair Political Practices Commission.
- **CalPERS and CalSTRS Candidates:** The date of the election is the deadline to return ballots.

Reporting Examples

- A state general purpose committee makes an independent expenditure by paying for an advertisement opposing two city council candidates. The ad costs \$4,000 and features the candidates equally. The committee must file a separate Form 496 with the city clerk’s office for each candidate within 24 hours and disclose \$2,000 for each candidate.
- A committee makes a \$500 independent expenditure to support a candidate 60 days before the candidate’s election and a second independent expenditure for the same candidate of \$600, 20 days before the election. A Form 496 is required 24 hours after the second independent expenditure.

¹ A measure includes certain LAFCO proceedings.

496 24-hour/10-day Independent Expenditure Report Instructions

CALIFORNIA
FORM 496

How to Complete Form 496

Report Number: Provide a unique identifying number on each Form 496 filed. Amendments to a report must show the original report identification number and state the reason for the amendment.

Part 1. Candidate or Measure: Identify the candidate or ballot measure supported or opposed. Include the candidate's district number (if any) or the letter or number of the ballot measure and its jurisdiction. Use a separate form for each candidate or measure. For independent expenditures supporting or opposing the qualification of a local measure, identify the measure's name or subject matter.

Part 2. Independent Expenditures Made: Provide the date and in the description field, a description of the expenditure (e.g., radio advertisement, billboard, mailing) and the cumulative-to-date total for that candidate or measure in connection with the election. When filing an amendment, ensure that the cumulative-to-date total is accurate on the most recently filed Form 496. It is not necessary to amend the cumulative-to-date total on previous reports. In the amount field, list the amount of the specific expenditure disclosed in the description field.

Note: The cumulative-to-date total is not required when filing a 10-day \$5,000 ballot measure report outside of the 90-day election cycle.

Part 3. Contributions Received: Disclose contributions of \$100 or more received since the closing date of the last campaign statement filed (Form 450 or 460) through the date of the independent expenditure. Start with January 1 if no statement has been filed. Disclose the name and address of the contributor and, if the contributor is an individual, his or her occupation and the name of his or her employer. If the contributor is self-employed, disclose the name of the business. Include the date and amount of the contribution, the contributor code, and type of contribution. Enter the interest rate if the contribution is a loan.

Except for contributions reported on a Form 496 related to the *qualification* of a local ballot measure, once a contribution has been reported on Form 496, it is not necessary to report that contribution on any additional Form 496 filings.

This form was prepared by the Fair Political Practices Commission (FPPC). For detailed information on campaign reporting requirements and the Information Practices Act of 1977, see the FPPC Campaign Disclosure Manual for your type of committee. Campaign filing deadlines, forms, and other informational materials are available on the FPPC website (www.fppc.ca.gov).

Authority cited: Government Code Sections 82031, 82036.5, 84204, 84204.5, 84213, 84215 and 85500 and FPPC Regulation 18550

496 Independent Expenditure Report

Amounts may be rounded to whole dollars.

NAME OF FILER		Date of This Filing _____	Date Stamp	CALIFORNIA FORM 496 For Official Use Only
AREA CODE/PHONE NUMBER	I.D. NUMBER <i>(if applicable)</i>	Report No. _____		
STREET ADDRESS		Amendment to Report No. _____ <i>(explain below)</i>		
CITY	STATE	ZIP CODE	No. of Pages _____	

1. List Only One Candidate or Ballot Measure

NAME OF CANDIDATE SUPPORTED OR OPPOSED				NAME OF BALLOT MEASURE SUPPORTED OR OPPOSED			
OFFICE SOUGHT OR HELD	DISTRICT NO.	SUPPORT	OPPOSE	BALLOT NO./LETTER	JURISDICTION	SUPPORT	OPPOSE

2. Independent Expenditures Made *Attach additional information on appropriately labeled continuation sheets.*

DATE	DESCRIPTION OF EXPENDITURE	AMOUNT

Reason for Amendment _____

496 Independent Expenditure Report

CALIFORNIA FORM 496

NAME OF FILER

I.D. NUMBER (if applicable)

3. Contributions of \$100 or More Received*

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	INTEREST RATES
		IND COM OTH PTY SCC			If loan, enter interest rate, if any _____ %
		IND COM OTH PTY SCC			If loan, enter interest rate, if any _____ %
		IND COM OTH PTY SCC			If loan, enter interest rate, if any _____ %
		IND COM OTH PTY SCC			If loan, enter interest rate, if any _____ %
		IND COM OTH PTY SCC			If loan, enter interest rate, if any _____ %
		IND COM OTH PTY SCC			If loan, enter interest rate, if any _____ %

*Major donor and independent expenditure committees that do not receive contributions are not required to complete Part 3.

**** 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

Who Uses Form 497

- Candidates and certain committees that make or receive contributions that total in the aggregate \$1,000 or more in the 90 days before or on the date of an election.
- State candidates and state primarily formed ballot measure committees that file electronically and receive a contribution of \$5,000 or more at any time other than a 90-day election cycle.
- State recipient committees that file electronically and make contributions totaling \$5,000 or more to a state ballot measure committee.
- Certain recipient committees that make contributions totaling \$5,000 or more to support or oppose the **qualification** of a local ballot measure.¹

State Committees - When a Form 497 is Required

State committees must file a Form 497 when:

- Contributions that total in the aggregate \$1,000 or more are either:
 - made to a candidate or a primarily formed committee to support or oppose a candidate or ballot measure in the 90 days before or on the date of an election; or
 - received by a candidate or a primarily formed committee to support or oppose a candidate or ballot measure in the 90 days before or on the date of an election.

- Contributions that total in the aggregate \$1,000 or more are made to or received by a state or county political party committee in the 90 days before or on the date of **any** state election.
- Contributions that total in the aggregate \$1,000 or more are made to or received by a candidate in a CalPERS or CalSTRS election in the 90 days before or on the date of the election. The date of a CalPERS or CalSTRS election is the deadline to return ballots.
- A single contribution of \$5,000 or more is received by a state candidate's committee or a state primarily formed ballot measure committee at any time outside the 90-day election cycle.
 - Required of state e-filers only
- Contributions are made by a recipient committee totaling \$5,000 or more to a state ballot measure committee.
 - Required of state e-filers only
 - Complete Parts 1 and 2 of this form
 - Not required when a primarily formed ballot measure committee makes a contribution to another primarily formed committee formed for the same measure or another measure on the same ballot. This exception does not apply to the \$1,000 90-day report noted in the first bullet above. (Refer to FPPC Regulation 18466 for additional information.)

- Contributions totaling \$5,000 or more are made by a recipient committee to support or oppose the **qualification** of a single **local** ballot measure.
 - Complete Parts 1 and 2 of this form
 - Note special filing location below*

State Committees - Where to File

Except as noted below, state committees file Form 497 **electronically** with the Secretary of State. This applies even to committees that have not reached the \$25,000 threshold for filing other reports electronically. No paper copies of this report are required, and no copies are required to be filed with other filing officers.

*For contributions related to the qualification of local measures, the Form 497 must be filed in the place(s) a primarily formed committee for the local measure is required to file. This Form 497 must be filed by fax, guaranteed overnight delivery, personal delivery or email. Some jurisdictions require electronic submissions. Check with the local elections office.

¹ A measure includes certain LAFCO proceedings.

497 24-hour/10-day Contribution Report Instructions

Local Committees – When a Form 497 is Required

Local committees must file a Form 497 when:

- Contributions that total in the aggregate \$1,000 or more are either:
 - made to a candidate or a primarily formed committee to support or oppose a candidate or ballot measure in the 90 days before or on the date of an election; or
 - received by a candidate or a primarily formed committee to support or oppose a candidate or ballot measure in the 90 days before or on the date of an election.
- Contributions that total in the aggregate \$1,000 or more are made to a state or county political party committee in the 90 days before or on the date of **any** state election.
- Contributions that total in the aggregate \$1,000 or more are made to a candidate in a CalPERS or CalSTRS election in the 90 days before or on the date of the election.
- Contributions totaling \$5,000 or more are made by a recipient committee to support or oppose the **qualification** of a single **local** ballot measure.
 - Complete Parts 1 and 2 of this form
 - Not required to be filed by a committee primarily formed to support or oppose the measure
 - Note special filing location below*

Local Committees – Where to File

Local committees file Form 497 at the same location(s) it regularly files campaign statements.

*For contributions related to the qualification of local measures, the Form 497 must be filed in the place(s) a primarily formed committee for the local measure is required to file.

Regular mail may not be used. The Form 497 must be filed by fax, guaranteed overnight delivery, personal delivery or email. Some jurisdictions require electronic submissions. Check with the local elections office.

497 Contribution Report

Amounts may be rounded to whole dollars.

NAME OF FILER		Date of This Filing _____	Date Stamp	CALIFORNIA FORM 497 For Official Use Only
AREA CODE/PHONE NUMBER	I.D. NUMBER <i>(if applicable)</i>	Report No. _____		
STREET ADDRESS		Amendment to Report No. _____ <i>(explain below)</i>		
CITY	STATE	ZIP CODE	No. of Pages _____	

1. Contribution(s) Received

DATE RECEIVED	FULL NAME, STREET ADDRESS AND ZIP CODE OF CONTRIBUTOR <small>(IF COMMITTEE, ALSO ENTER I.D. NUMBER)</small>	CONTRIBUTOR CODE*	IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER <small>(IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)</small>	AMOUNT RECEIVED
		IND COM OTH PTY SCC		Check if Loan _____% <small>Provide interest rate</small>
		IND COM OTH PTY SCC		Check if Loan _____% <small>Provide interest rate</small>
		IND COM OTH PTY SCC		Check if Loan _____% <small>Provide interest rate</small>

* 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

Reason for Amendment: _____

Filing Deadlines:

24-Hour Deadline

Except for the 10-day deadline noted below, the Form 497 is due within 24 hours of making or receiving contributions that total in the aggregate \$1,000 or more.

Exceptions:

- Those who receive a late non-monetary or in-kind contribution must file Form 497 within 48 hours of the date the contribution was received.
- Reports due on a weekend or state holiday, other than the weekend before the election, are extended to the next business day.

10-Business Day Deadline

- Any of a state candidate's committees or a state primarily formed ballot measure committee that receives a contribution of \$5,000 or more from a single contributor at any time other than during a 90-day election cycle, must file a Form 497 within 10 business days. This applies to **electronic filers only**.
- A state recipient committee that files electronically and makes contributions totaling \$5,000 or more to a state ballot measure committee must file Form 497 within 10 business days. If all required information is reported on a 90-day election cycle report, this 10-business day report is not required.
- A recipient committee that makes contributions totaling \$5,000 or more to support or oppose the **qualification** of a single **local** ballot measure must file Form 497 within 10 business days.

Other Important Information:

- Refer to the FPPC filing schedules located at www.fppc.ca.gov, or the local jurisdiction's filing schedule when applicable, for specific filing dates.
- Reportable contributions include monetary and non-monetary contributions, loans, or any combination of monetary and non-monetary contributions and loans, including contributions or loans from a candidate's personal funds to his or her campaign and contributions to a legal defense committee.
- The donor of a non-monetary contribution must notify the recipient of the contribution's value within 24 hours of the date the contribution was made. Notifications due on a weekend or state holiday, other than the weekend before the election, are extended to the next business day.
- Contributions of \$5,000 or more received from a nonrecipient committee require a major donor notification to be sent to the donor.
- The \$1,000 reports are required for contributions that total in the aggregate \$1,000 during the 90-day election cycle. For example, during the 90-day period before an election, a Form 497 is required if a single source made two \$500 contributions to the same candidate.
- Form 497 is not required when a transfer is made between two campaign committees for elective office controlled by the same candidate.

- Contributions listed on Form 497 must also be reported on the next regular campaign statement (Form 450 or 460).

How to Complete Form 497

Report Number: Provide a unique identifying number on each Form 497 filed. Amendments to a report must show the original report identification number and state the reason for the amendment.

Date of Election: If the contribution was made to a city or county committee, you must enter the date of the election.

Contributions Received: Complete Part 1.

Contributions Made: Complete Part 2.

Committees required to disclose making contributions of \$5,000 or more (see "When a Form 497 is Required" on previous pages): Report on Part 1 all contributions of \$100 or more received since the closing date of the last campaign statement (Form 450 or 460) filed. Such contributions are not required to be reported on more than one ballot measure contribution report (Form 497).

This form was prepared by the Fair Political Practices Commission (FPPC). For detailed information on campaign reporting requirements and the Information Practices Act of 1977, see the FPPC Campaign Disclosure Manual for your type of committee. Campaign filing deadlines, forms, and other informational materials are available on the FPPC website (www.fppc.ca.gov).

Authority cited: Government Code Sections 82036, 84203, 84203.3, 84204.5, 84250 and 85309 and FPPC Regulations 18116 and 18466

497 Contribution Report

Amounts may be rounded to whole dollars.

NAME OF FILER _____		Date of This Filing _____	Date Stamp	CALIFORNIA FORM 497 For Official Use Only
AREA CODE/PHONE NUMBER _____	I.D. NUMBER (if applicable) _____	Report No. _____		
STREET ADDRESS _____				
CITY _____	STATE _____	ZIP CODE _____		
		Amendment to Report No. _____ (explain below)		
		No. of Pages _____		

2. Contribution(s) Made

DATE MADE	FULL NAME, STREET ADDRESS AND ZIP CODE OR RECIPIENT (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	CANDIDATE AND OFFICE OR MEASURE AND JURISDICTION	AMOUNT OF CONTRIBUTION	DATE OF ELECTION (IF APPLICABLE)

Reason for Amendment: _____