

**Fair Political Practices Commission  
Filing Schedule for Electronic Filers (E-Filers)  
Candidates for State Office  
Committees Primarily Formed to Support/Oppose Candidates for State Office  
Being Voted on June 8, 2010**

<b>Deadline</b>	<b>Period</b>	<b>Form</b>	<b>Notes</b>
<b>Within 10 Business Days</b> <i>\$5,000 Report</i>	<b>Ongoing-</b> File any time other than 90-day election cycle	497	<ul style="list-style-type: none"> <li>▪ Online only – no paper filing.</li> <li>▪ File if a contribution of \$5,000 or more from a single source is received at any time other than the 90-day election cycle, including after the election.</li> <li>▪ This report is not required for committees primarily formed to support or oppose state candidates.</li> </ul>
<b>Feb 1, 2010</b> <i>Semi-Annual</i>	<b>7/1/09 - 12/31/09</b>	460	<ul style="list-style-type: none"> <li>▪ Online and paper filing.</li> <li>▪ The January 31 deadline falls on Sunday, so the deadline is extended to the next business day.</li> </ul>
<b>Within 24 Hours</b> <i>90-Day Election Cycle Report</i>	<b>3/10/10 - 6/8/10</b>	496 497	<ul style="list-style-type: none"> <li>▪ Online only – no paper filing.</li> <li>▪ 496: File if an independent expenditure of \$1,000 or more is made. See note below.</li> <li>▪ 497: Candidates file if a contribution of \$1,000 or more from a single source is received. Not required for committees primarily formed to support or oppose state candidates.</li> </ul>
<b>Mar 22, 2010</b> <i>Pre-Election</i>	<b>1/1/10 - 3/17/10</b>	460	<ul style="list-style-type: none"> <li>▪ Online and paper filing.</li> </ul>
<b>May 27, 2010</b> <i>Pre-Election</i>	<b>3/18/10 - 5/22/10</b>	460	<ul style="list-style-type: none"> <li>▪ Online and paper filing. Paper filing must be sent by personal delivery or guaranteed overnight service only.</li> </ul>
<b>Within 24 Hours</b> <i>Late Reports</i>	<b>5/23/10 - 6/7/10</b>	496 497	<ul style="list-style-type: none"> <li>▪ Online and paper filing. Paper filing must be sent by personal delivery, guaranteed overnight service, or fax.</li> <li>▪ 496: File if an independent expenditure of \$1,000 or more is made in connection with a measure being voted on June 8.</li> <li>▪ 497: File if a contribution of \$1,000 or more is made in connection with another candidate or measure being voted on June 8 or to a political party committee. See <i>90-day Election Cycle Report</i> for contributions received.</li> <li>▪ The recipient of a late in-kind contribution must file a late contribution report within 48 hours from the time the in-kind or non-monetary contribution is received.</li> </ul>
<b>Aug 2, 2010</b> <i>Semi-Annual</i>	<b>5/23/10 - 6/30/10</b>	460	<ul style="list-style-type: none"> <li>▪ Online and paper filing.</li> <li>▪ The July 31 deadline falls on Saturday, so the deadline is extended to the next business day.</li> </ul>

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Filing Schedule for Electronic Filers (E-Filers)**

**State Ballot Measure Expenditures**

<b>Deadline</b>	<b>Period</b>	<b>Form</b>	<b>Notes</b>
<b>Within 10 Business Days of the Expenditure</b> \$5,000 Report	<b>See 3<sup>rd</sup> bullet</b>	496 497	<ul style="list-style-type: none"><li>▪ Online only – no paper filing.</li><li>▪ File this report each time contributions or independent expenditures totaling \$5,000 or more are made to support or oppose the qualification or passage of a single state ballot measure.</li><li>▪ <b>Period:</b> List all new contributions of \$100 or more received by the committee that have not been previously reported up through the date of the \$5,000 or more payment.</li></ul>

- **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.
- **Paid Spokesperson:** A committee that makes an expenditure totaling \$5,000 or more to an individual to appear in an advertisement to support or oppose a ballot measure must report the expenditure within 10 days on Form 511.
- **Issue Advocacy Report:** File this report if a payment or promise of payment of \$50,000 or more is made during the 45 days prior to an election for a communication that identifies a state candidate being voted on in the election but does not expressly advocate the election or defeat of the candidate. Use Form E-530 and file online only during the period 4/24/10 - 6/7/10.
- **90-Day Election Cycle Reports:** “Election cycle” is defined as 90 days prior to an election and ending on the date of election.
- **Prohibition on Candidate Independent Expenditures:** A controlled committee may not make independent expenditures to support or oppose candidates and may not contribute to another committee for the purpose of making independent expenditures to support or oppose other candidates.
- **Contribution Limits:** Contributions to state candidates and to committees that make contributions to state candidates are subject to contribution limits. Some committees that feature state candidates in advertisements are also subject to contribution limits. See contribution limit chart on FPPC’s website.
- **Candidates:** After an election, reporting requirements will continue until the committee terminates. For termination rules, see *Manual 1*, Chapter 9.
- **Late Statements:** Except for deadlines that fall on a Saturday, Sunday, or an official state holiday, filing deadlines may not be extended. Late statements are subject to a \$10 per day late fine.
- All statements are public documents. Paper reports may be sent by first class mail unless otherwise noted.
- For important information refer to [www.fppc.ca.gov](http://www.fppc.ca.gov) and click on the Candidates and Committees section. Use [Campaign Manual 1](#).

## **SUMMARY OF FORMS**

**FORM 501: Candidate Intention.** Any candidate for state or local offices in California must file this form with the elections official before soliciting or receiving campaign contributions (including loans and use of personal funds).

**FORM 410: Statement of Organization.** Individuals or groups organizing a committee must file a Form 410 with the Secretary of State and a copy with the Registrar of Voters within 10 Days of receiving \$1,000.00.

**FORM 460: Recipient Committee Campaign Statement.** Is for use by **ALL** recipient committees, including Candidates, Officeholders, and their Controlled Committees who raise or spend \$1,000 or more. This form is used for the pre-election and semi-annual disclosure statements.

**FORM 470: Candidate and Officeholder Campaign Statement - Short Form.** Candidates and officeholders who spend less than \$1000 for the calendar year file the Form 470. If the Form 470 is filed with the declaration of candidacy, or before the first pre-election filing deadline, no additional campaign statement needs to be filed in connection with the election so long as total receipts and expenditures remain less than \$1000.

**FORM 497: Late Contribution Report.** A late contribution is a monetary or non monetary contribution, including a loan that totals \$1,000 or more from a single source that is made to or received by a candidate, a controlled committee, or ballot measure committee during the 16 days before the election. This must be filed by personal delivery, guaranteed overnight mail, fax or telegram within 24 hours. Regular mail may not be used.

## **ADDRESS OF FILING LOCATIONS**

### **Solano County Registrar of Voters**

Government Center Building  
675 Texas Street, Suite 2600  
Fairfield, CA 94533  
707-784-6675  
Toll Free 1-888-933-VOTE  
FAX: 707-784-6678

### **Secretary of State**

Political Reform Division  
1500 11<sup>th</sup> St., 4<sup>th</sup> Floor  
P.O. Box 1467  
Sacramento, CA 95812-1467  
916-653-6224

### **Fair Political Practices Commission (FPPC)**

428 J Street, Suite 620  
Sacramento CA 95812-0807  
916-322-5660  
Advice Line: 1-866-ASK-FPPC (1-866-275-3772)  
Internet: [www.fppc.ca.gov](http://www.fppc.ca.gov)

# FPPC

## Use of Surplus Funds

Campaign funds held by a candidate or officeholder become "surplus" on the closing date for the post-election filing period if defeated in an election, or the date of leaving office, whichever occurs last, unless the funds have been re-designated for a future election prior to that date. **Surplus funds may be spent only in the following manner:**

- Payment of outstanding campaign debts;
- Refunding to contributors on a pro-rata basis;
- Donations to a bona fide charitable, educational, civic, religious, or similar tax-exempt, nonprofit organization, provided no substantial part of the proceeds will have a material financial effect on the candidate, on any member of the candidate's immediate family (spouse and children under age 18 who are claimed as deductions for tax purposes), or the campaign treasurer;
- Contributions to a political party or committee, so long as the funds are not used to make contributions in support of or opposition to a candidate for elective office. (The funds must be used for the party or committee's overhead expenses.)
- Contributions to support or oppose any candidate for federal office, any candidate for elective office in a state other than California, or any ballot measure; or
- Payment for professional services or attorneys' fees for litigation which arises out of campaign or election activities. Government Code §89519

## Termination

Once contributions and expenditures cease for a particular office, all funds are expended, the ending cash balance is \$0.00, and the bank account is closed, an original and one copy of the Form 410 Statement of Organization Termination must be filed with the Secretary of State; and a copy of the Form 410 Statement of Organization Termination, along with an original and one copy of your Form 450 or 460 must be filed with the Registrar of Voters.