



Campaign Disclosure Reporting Information

Listed below is a brief description of the various campaign forms that are provided to assist City Council candidates in completing the filing requirements of the State of California Political Reform Act ([PRA](#)). The Fair Political Practices Commission ([FPPC](#)) is the enforcement agency for the PRA.

Do not consider the information below as complete explanations of your filing requirements. It is very important that you and your treasurer carefully read the instructions attached to each form, and refer to the [Campaign Disclosure Manual 2 - Local Candidates](#) for a complete explanation of your filing obligations, and treasurer's duties. This will ensure that you file appropriately and timely, and to avoid late filing fees and possible amendments.

[Campaign Disclosure Manual 2](#) and all of the campaign forms listed below can be downloaded from the FPPC web site at www.fppc.ca.gov. If you or your treasurer requires technical assistance on recordkeeping or reporting requirements, please call the FPPC toll-free at 1-866-275-3772.

Campaign Forms Summarized

[Form 501 - Candidate Intention Statement](#)

[Form 501](#) must be filed before you solicit or receive any contributions or before you make expenditures from funds on behalf of your candidacy. You must file a separate [Form 501](#) for each election, including re-election to the same office.

Exception: This form is not required if you will not solicit or receive contributions from other persons and the only expenditures will be from your personal funds used for the candidate's statement of qualifications in the sample ballot pamphlet.

Incumbents: If you are seeking re-election to the same office, you are required to file an "initial" [Form 501](#) prior to raising or spending any money for the new election.

Where to file: File the original with the City Clerk's office.

Form 410 - Statement of Organization - Recipient Committee

If you receive contributions totaling \$2,000 or more during the calendar year, you then qualify as a "Recipient Committee." A "contribution" includes monetary payments, loans and non-monetary goods or services. Personal funds (except those used to pay for a candidate's statement of qualifications) are counted towards the \$2,000 threshold. You must file Form 410 within 10 days of reaching the \$2,000 limit in contributions.

The Form 410 may be filed prior to raising \$2,000 and then must be amended within 10 days of reaching the \$2,000 threshold to disclose the date qualified as a committee.

Committee Name: The name of a local committee must include the candidate's last name, office sought and year of the election (e.g. Jones for Council 2018; Susan Smith for Laguna Hills City Council 2018).

Where to file: The candidate is responsible for filing the original form and a copy with the Secretary of State (see Form 410 for address) and a copy with the City Clerk's Office.

Exception: If you qualify as a recipient committee during the 16 days prior to the election date, you must file the Form 410 within 24 hours of qualifying, with the City Clerk's Office, by fax, guaranteed overnight delivery, or personal delivery. In addition, an original Form 410 must be filed with the Secretary of State within 10 days of qualifying (regular mail may be used).

If you need to amend the information contained in the Form 410 during the 16-day period prior to the election, you must file an amended form within 24 hours with the City Clerk's Office, by fax, guaranteed overnight delivery, or personal delivery. In addition, an original amended form must be filed with the Secretary of State within 10 days of qualifying (regular mail may be used).

Incumbents: Officeholders who intend on seeking re-election to the same office may re-designate their bank account any time prior to receiving contributions in connection with re-election subject to meeting certain

requirements. You must file the [Form 410](#) as an "Amendment" and note the November 6, 2018 Election date.

[Form 470 - Campaign Statement - Short Form](#)

[Form 470](#) is used by candidates who do not have a controlled recipient committee, and who do not anticipate receiving a \$2,000 or more in contributions or spending \$2,000 or more during the calendar year. You may file [Form 470](#) at the same time you file your nominations papers, or as a pre-election statement. No additional campaign statements will be required during the calendar year as long as the \$2,000 limit is maintained for contributions and for expenditures.

NOTE: A candidate's personal funds used specifically for the statement of qualifications (candidate's statement printed in the sample ballot) are excluded from the \$2,000 threshold.

Where to file: File the original with the City Clerk's Office.

[Form 470 - Supplement](#)

If after filing [Form 470](#), receipts or expenditures reach \$2,000 or more in the calendar year, a candidate is required to file the [Form 470](#) Supplement as written notification within 48 hours. The [Form 470](#) Supplement form must be sent by guaranteed overnight delivery service, personal delivery, or fax. **REGULAR MAIL MAY NOT BE USED.**

Where to file: Candidates are responsible for sending a copy of the Supplemental [Form 470](#) to the Secretary of State and to each candidate seeking the same office. Please contact the City Clerk's Office for other candidate addresses. Provide the City Clerk with the original form.

[Form 460 - Recipient Committee Campaign Statement](#)

This is the most common campaign reporting form used by candidates and their committees. This form must be used if the candidate has a controlled recipient committee, or has raised or spent or will raise or spend \$2,000 or more during the calendar year in connection with election to office; or \$2,000 or more will be raised or spent during the calendar year at the behest of the candidate. Be sure to refer to the [Campaign Disclosure](#)

[Manual 2](#) in this binder when completing each schedule of [Form 460](#) to ensure you have met all of your reporting obligations.

Note: The full names, addresses and zip codes of all contributors, lenders and payees of \$100 or more must be reported on certain schedules of [Form 460](#). In addition, occupation and employer is required for individuals. A contribution of \$100 or more must be returned if the contributor's name, address, occupation and employer are not in the committee's records within 60 days of receiving the contribution. [Form 460](#) must be amended within 70 days of the closing date of the period in which the contribution was disclosed in order to report required information. Again, refer to [Campaign Disclosure Manual 2](#) for complete information on all of your reporting obligations.

Where to file: File the original with the City Clerk's Office.

[Form 496 - Late Independent Expenditure Report](#)

[Form 496](#) is filed by committees who make "independent expenditures" totaling \$1,000 or more to support or oppose a single candidate or a single ballot measure during the 90 days immediately prior to the election.

An "independent expenditure" is an expenditure made in connection with a communication (e.g., a billboard, advertisement, and mailing) that expressly advocates the nomination, election or defeat of a clearly identified candidate, or the qualification, passage, or defeat of a clearly identified measure. An independent expenditure is a payment that is not made to - or at the behest of - the affected candidate or committee.

See [Campaign Disclosure Manual 2](#) and [Form 496](#) for important information regarding "independent expenditures" and exceptions to reporting requirements. Late independent expenditures also must be disclosed on the candidate or committee's next campaign statement ([Form 460](#)), and on the Verification of Independent Expenditures ([Form 462](#)).

Where to file: File with the City Clerk by fax, overnight delivery, or personal delivery within 24 hours of making the expenditure. **REGULAR MAIL MAY NOT BE USED.** (See [Campaign Disclosure Manual 2](#) for other agencies that may also need to receive a copy of [Form 496](#)).

Form 497 - Late Contributions Report

A late contribution aggregating \$1,000 or more from a single source to support or oppose a candidate or measure, and received or made during the 90 days prior to the election must be reported by filing [Form 497](#). Contributions that must be reported include monetary and non-monetary contributions, a loan, or any combination thereof, including contributions or loans from a candidate's personal funds to his or her campaign. Refer to [Campaign Manual 2](#) for detailed information and exceptions to reporting requirements.

Where to file: File [Form 497](#) within 24 hours of receiving or making a late monetary contribution or loan; or within 24 hours of making a late non-monetary or in-kind contribution. 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. File with the City Clerk by fax, overnight delivery, or personal delivery. **REGULAR MAIL MAY NOT BE USED.** Refer to [Campaign Manual 2](#) for notification requirements to recipients of non-monetary or in-kind contributions.

Form 462 - Verification of Independent Expenditures Report

Candidates and committees that make "independent expenditures" totaling \$1,000 or more in a calendar year to support or oppose a single candidate or single measure are required to file [Form 462](#) in addition to any other pre-election, semi-annual, or late independent expenditure report required to be filed. Note: [Form 462](#) is not required for expenditures made from your committee's funds to promote your own election. Refer to [Campaign Manual 2](#) for detailed information and exceptions to reporting requirements.

Where to file: Refer to [Form 462](#) instruction and [Campaign Disclosure Manual 2](#).