

**Fair Political Practices Commission  
Filing Schedule for  
Candidates and Controlled Committees for Local Office  
Being Voted on April 12, 2016**

<b>Deadline</b>	<b>Period</b>	<b>Form</b>	<b>Notes</b>
<b>Within 24 Hours</b> <i>Contribution Reports</i>	<b>1/13/16 – 4/12/16</b>	497	<ul style="list-style-type: none"> <li>▪ File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>▪ File if a contribution of \$1,000 or more in the aggregate is made to <i>another</i> candidate being voted upon April 12, 2016.</li> <li>▪ The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 report within 48 hours from the time the contribution is received.</li> <li>▪ File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.</li> </ul>
<b>Feb 1, 2016</b> <i>Semi-Annual</i>	<b>* – 12/31/15</b>	460 or 470	<ul style="list-style-type: none"> <li>▪ Form 460: All committees must file Form 460.</li> <li>▪ Form 470: If a candidate has raised or spent less than \$1,000 during 2015, file Form 470.</li> <li>▪ The January 31 deadline falls on Sunday, so the deadline is extended to the next business day.</li> </ul>
<b>Mar 3, 2016</b> <i>Pre-Election</i>	<b>1/1/16 – 2/27/16</b>	460 or 470	<ul style="list-style-type: none"> <li>▪ Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</li> </ul>
<b>Mar 31, 2016</b> <i>Pre-Election</i>	<b>2/28/16 – 3/26/16</b>	460	<ul style="list-style-type: none"> <li>▪ All committees must file Form 460.</li> <li>▪ File by personal delivery, guaranteed overnight service or online, if available.</li> </ul>
<b>Aug 1, 2016</b> <i>Semi-Annual</i>	<b>3/27/16 – 6/30/16</b>	460	<ul style="list-style-type: none"> <li>▪ All committees must file unless the committee filed termination Forms 410 and 460 before June 30, 2016.</li> <li>▪ The July 31 deadline falls on a Sunday, so the deadline is extended to the next business day.</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.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to the deadline for the Form 497 that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- **Method of Delivery:** All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a report 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.

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- **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. During 2015, these thresholds were at \$1,000.
- **Form 470 (2015):** If a candidate raised or spent less than \$1,000 during 2015 and does not have an open committee, a Form 470 is required to be filed by February 1, 2016.
- **Form 470 (2016):** Candidates who do not have an open committee and do not raise or spend \$2,000 in 2016 may file Form 470 on or before March 3, 2016. If, after filing the Form 470, a campaign committee must be formed in connection with the election, a Form 470 Supplement and a Form 410 must be filed.
- **Form 497 – 24-Hour Contribution Report:** File if a contribution of \$1,000 or more is **made** in connection with a candidate or measure being voted upon in another city, county or state election, or **made to a political party committee** 90 days before a state election in 2016.
- **Candidates:** After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at [www.fppc.ca.gov](http://www.fppc.ca.gov).
- Candidates listed on the April 12, 2016 ballot who make expenditures other than those for their own campaign should contact the FPPC for additional filing requirements.
- Learn more about candidate and treasurer responsibilities by logging on to our informational [webinar!](#)