

Candidates and Treasurers San Bernardino County

Prepared By
Fair Political Practices Commission

www.fppc.ca.gov

sbcadvice@fppc.ca.gov

1-866-275-3772 (ASK FPPC)





The visual aids used in these slides are guides for seminars only and contain only highlights of selected provisions of the law; they do not carry the weight of the law.



What Will You Learn?

- General rules regarding campaign requirements and prohibitions
- Information regarding San Bernardino County's campaign ordinance
- How to complete and file campaign reports

Bank Account Rules



- One bank account per election
- May be opened as a personal account (*if bank requires tax ID# use the IRS website or call 877-829-5500*)
- No commingling of funds (*with personal or other committee funds*)
- All campaign contributions must be deposited into campaign account
- All campaign expenditures must be made from campaign account

Exceptions: Filing and ballot statement fees

This rule does not apply to others, including campaign workers/volunteers

Things to Know

Keep Organized and Accurate Records

- Keep copies of all receipts and contribution documentation for at least four years.
- Get the names and addresses of contributors of \$25 or more and the occupation/employer of individuals who contribute \$100 or more.
- Candidates – don't pay out of pocket! **Deposit your personal funds in your campaign bank account first.**

Question:

Candidate Sue paid her filing fee with her personal funds. Treasurer Ben bought a mailing list with his personal funds.

Are these payments permitted?

Yes

No

Receiving \$5,000 or More From One Contributor?

You ***must*** send the contributor a notice that they may need to file as a major donor.

A sample notice is provided in Candidate's Manual 2.

The donor may need to file:

- **Form 461** Major Donor Statement
- **Form 497** 24-Hour Contribution Report

Major Donor committees use Campaign Disclosure Manual 5.

More Things to Know

- No anonymous contributions of \$100 or more may be received
- No contributions of \$100 or more made by money order or cashier's check may be received
- Never accept or spend \$100 or more in cash



Campaign Money Laundering

This occurs when the true source of a contribution is not reported.

Campaign money laundering is a serious violation of the law.

A laundered contribution must be surrendered to the state general fund.

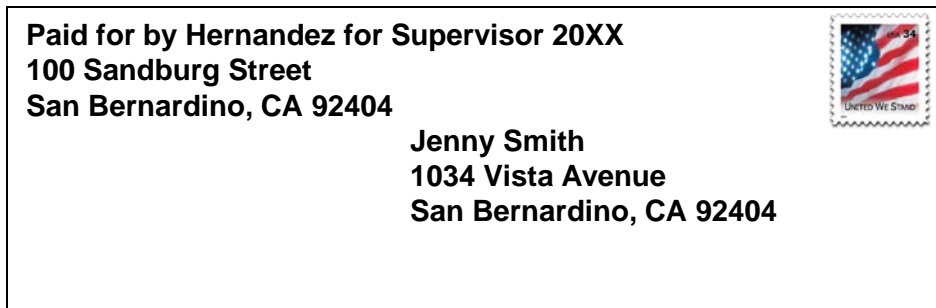
Which should you question?

- A** You received in the mail five contribution checks of \$99. Each individual works for the same employer. A \$99 contribution from the employer had been received earlier.
- b** You received two \$99 checks with the same names printed on the checks. Each check was signed by a different spouse.

Identification on Mailings

If:

More than 200 similar pieces are sent in a calendar month



Then:

“Paid for by” and committee name and address must be on the outside of the mailing in no less than 6-point type and in a contrasting color.

Mass Mailings

Recordkeeping Requirement

Keep in your records:

- Date
- Method of postage
- Number of pieces

Retain a copy of each mass mailing

What is a Contribution?



- Payment received by candidate
- Payment made at the behest of candidate
- Candidate's personal funds
- Loans
- Fundraiser tickets (full ticket price)
- Non-monetary goods/services, including food/beverages

Contribution Limits Apply!

Contribution Limits

2015 and 2016

- \$4,200 per source, per election
- Adjusted each odd-numbered year by FPPC
- Each Primary and General are considered separate elections
- Also applies to non-monetary contributions and loans received
- Does not apply to candidate's personal funds

More About Contributions

- Candidates may fundraise for the General Election during the Primary Election
- Such funds must be used for the General Election only
- Candidates who are elected or defeated in the Primary or who withdraw from the General must return General contributions to the contributors

Receiving Electronic Contributions

Contributions may be received by credit card, wire transfer, debit account transaction, text message, or similar electronic payment options (including contributions received via the Internet or telephone).



Campaign Fundraisers

- Report donated items at fair market value: Use Schedule C - Non-monetary (In-kind) Contributions.
- FMV: The amount it would cost any member of the public to purchase the item, not necessarily the amount the donor paid.
- Free tickets: You may give another official two free tickets to each fundraiser.

A spouse or domestic partner of an elected officer or a candidate may not receive compensation from campaign funds for services rendered, including fundraising services for the candidate's campaign.

Exceptions to Contributions

These are **not** reportable:

- Volunteer personal services
- Certain communications from an organization to its members



Exceptions to Contributions

Example



The public safety union in your city has sent a letter to all its members supporting your candidacy.

CONTRIBUTION?

REPORTING?

Exceptions to Contributions

Another Example



A healthcare trade association places an ad in the newspaper to support your candidacy in cooperation, consultation, and coordination with you.

CONTRIBUTION



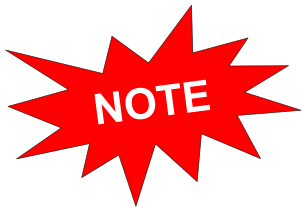
REPORTING



The amount the association spent on the ad is a non-monetary contribution to your committee. Report this on Form 460, Schedule C.

Home and Office Events

If the **total** cost of the event is \$500 or less, the occupant has not made a contribution.



Food, beverages, and other items donated by someone other than the occupant, count toward the \$500 threshold and **are** reportable as non-monetary contributions.

Question:

Bob has a fundraiser at his house for candidate Sue and keeps the total cost at \$450. Neighbor Tina brings \$75 worth of wine.

What does Sue report?

- a Nothing
- b \$75 from Tina
- c \$450 from Bob and \$75 from Tina

Independent Expenditure

An I.E. is a payment for a communication

- that contains express advocacy (for example, “vote for”)
- and is not made at the behest of candidate



Getting Started



FPPC Campaign Forms

- 501 - First form filed
- 410 - ID number for committee
- \$50 fee to Secretary of State's Office
- 460 - On-going disclosure reports
- 497 - 90-day period before and on the day of the election

San Bernardino County requires electronic filing at the \$10,000 threshold and all subsequent statements must be filed electronically.

Important: Complete required fields on the Form 410 or it will be rejected!

Candidate Intention Statement Form 501

File **before** spending or receiving money, including **personal funds**

Must file a new 501 if running for re-election

File with the San Bernardino County ROV

| Candidate Intention Statement | | | Date Stamp | CALIFORNIA FORM 501 For Official Use Only |
|---|--------------------------|--|--|---|
| Check One: <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Amendment (Explain) _____ _____ | | | | |
| 1. Candidate Information: | | | | |
| NAME OF CANDIDATE (Last, First, Middle Initial) | DAYTIME TELEPHONE NUMBER | FAX NUMBER (optional) | E-MAIL (optional) | |
| Hernandez, Sue | (909) 555-3413 | (909) 555-3400 | shern@global.net | |
| STREET ADDRESS | CITY | STATE | ZIP CODE | |
| 100 Sandberg Street | San Bernardino | CA | 92401 | |
| OFFICE SOUGHT (POSITION TITLE) | AGENCY NAME | DISTRICT NUMBER, if applicable. | <input checked="" type="checkbox"/> NON-PARTISAN | |
| Supervisor | San Bernardino County | District 1 | PARTY: | |
| OFFICE JURISDICTION | | | | |
| <input type="checkbox"/> State (Complete Part 2.) <input type="checkbox"/> City <input checked="" type="checkbox"/> County <input type="checkbox"/> Multi-County: _____ (Name of Multi-County Jurisdiction) | | | | |
| 2016 (Year of Election) | | | | |
| 2. State Candidate Expenditure Limit Statement: | | | | |
| <i>(CalPERS and CalSTRS candidates, judges, judicial candidates, and candidates for local offices do not complete Part 2.)</i> | | | | |
| ____ (Year of Election) <i>Primary/general election</i> | | ____ (Year of Election) <i>Special/runoff election</i> | | |
| <i>(Check one box)</i> | | | | |
| <input type="checkbox"/> I accept the voluntary expenditure ceiling for the election stated above. | | | | |
| <input type="checkbox"/> I do not accept the voluntary expenditure ceiling for the election stated above. | | | | |
| Amendment: | | | | |
| <input type="radio"/> 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. | | | | |
| _____ | | | | |
| <i>(Mark if applicable)</i> | | | | |
| <input type="checkbox"/> 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 <u>February 2, 2016</u> <i>(month, day, year)</i> | | Signature <u>Sue Hernandez</u> <i>(Candidate)</i> | | |
| FPPC Form 501 (Jan/2016) FPPC Advice: advice@fpnc.ca.gov (866/275-3111) | | | | |

Statement of Organization - Form 410

Statement of Organization Recipient Committee

Statement Type

Initial

Not yet qualified or

Amendment

List I.D. number:

02 / 04 / 2016

Date qualified as committee

Date qualified as committee (if applicable)

Amend when any change occurs!

Date of Termination

Date Stamp

CALIFORNIA FORM 410

For Official Use Only

1. Committee Information

NAME OF COMMITTEE

Hernandez for Supervisor, 2016

STREET ADDRESS (NO P.O. BOX)

100 Sandburg Street

CITY

San Bernardino

STATE

CA

13

MAILING ADDRESS (IF DIFFERENT)

FAX / E-MAIL ADDRESS

shern@global.net

COUNTY OF DOMICILE

San Bernardino

JURISDICTION

San Bernardino

SOS will reject if e-mail is not provided

2. Treasurer and Other Principal Officers

NAME OF TREASURER

Ben Marks

STREET ADDRESS (NO P.O. BOX)

10 Parkway Plaza

CITY

San Bernardino

STATE

CA

ZIP CODE

92401

AREA CODE/PHONE

(909)555-2600

NAME OF ASSISTANT TREASURER, IF ANY

Sue Hernandez

STREET ADDRESS (NO P.O. BOX)

100 Sandburg Street

CITY

San Bernardino

STATE

CA

ZIP CODE

92401

AREA CODE/PHONE

(909)555-3413

NAME OF PRINCIPAL OFFICER(S)

STREET ADDRESS (NO P.O. BOX)

CITY

STATE

ZIP CODE

AREA CODE/PHONE

Attach additional information on appropriately labeled continuation sheets.

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 02/07/2016

DATE

By

Ben Marks

SIGNATURE OF TREASURER OR ASSISTANT TREASURER

Executed on 02/07/2016

DATE

By

Sue Hernandez

SIGNATURE OF CONTROLLING OFFICEHOLDER, CANDIDATE, OR STATE MEASURE PROPONENT

Executed on _____

DATE

By

SIGNATURE OF CONTROLLING OFFICEHOLDER, CANDIDATE, OR STATE MEASURE PROPONENT

Executed on _____

DATE

By

SIGNATURE OF CONTROLLING OFFICEHOLDER, CANDIDATE, OR STATE MEASURE PROPONENT

Statement of Organization - Form 410

Second page

Statement of Organization Recipient Committee

INSTRUCTIONS ON REVERSE

| |
|----------------------------|
| CALIFORNIA FORM 410 |
| Page 2 |
| I.D. NUMBER |

COMMITTEE NAME
Hernandez for Supervisor, 2016

- All committees must list the financial institution where the campaign bank account is located.

| | | |
|---|----------------------------------|------------------------------------|
| NAME OF FINANCIAL INSTITUTION First Bank and Trust | AREA CODE/PHONE (909)555-6536 | BANK ACCOUNT NUMBER 0430-990987 |
| ADDRESS 900 North D Street | CITY Bardino | STATE ZIP CODE CA 92401 |

Candidate committees are controlled committees

4. Type of Committee Complete the
Controlled Committee

- List the name of each controlled committee, the name of the person who controls the committee, the district number, if any, and the year of the election. If candidate or officeholder controlled, also list the elective office sought or held, and the year of the election.
- List the political party with which each controlled committee is affiliated. Check "nonpartisan."
- 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 |
|--|---|------------------|---|
| Sue Hernandez | County Board of Supervisor, District 1 | 2016 | <input checked="" type="checkbox"/> Nonpartisan |
| | | | <input type="checkbox"/> Nonpartisan |

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 NUMBER, IF APPLICABLE) | CANDIDATE(S) OFFICE SOUGHT OR HELD OR MEASURE(S) JURISDICTION (INCLUDE DISTRICT NO., CITY OR COUNTY, AS APPLICABLE) | CHECK ONE | |
|---|---|--------------------------|--------------------------|
| | | SUPPORT | OPPOSE |
| | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> |

Committee Identification Number

Upon receipt of the Form 410, the Secretary of State's Office will assign your committee an ID number.

The ID will be posted on their website at www.sos.ca.gov.

This number is used on all FPPC reporting forms.

Note: If your bank requires a taxpayer ID, contact the IRS at (800) 829-4933 or go to their website at www.irs.gov.

The screenshot shows the California Secretary of State website. At the top, it says "CALIFORNIA Secretary of State DEBRA BOWEN". There are navigation links for "HOME", "SITE SEARCH", and "CONTACT US". Below that, there are menu items: "SECRETARY OF STATE", "ELECTIONS & VOTER INFO", "POLITICAL REFORM", "CALIFORNIA BUSINESS PORTAL", "ARCHIVES & MUSEUM", and "OTHER SERVICES". A search bar contains the text "hernandez" and a "GO" button. A red arrow points to the "GO" button with the text "Click 'GO'". Below the search bar, it says "Search Results For 'hernandez'" and "* ENTITY NAME HAS CHANGED". A table lists the search results.

| ENTITY ID | ENTITY NAME | ENTITY TYPE | STATUS |
|-----------|--|---------------------|------------|
| 941433 | ANYBODY BUT LUIS HERNANDEZ | RECIPIENT COMMITTEE | TERMINATED |
| 1307250 | CITIZENS OF SAN FERNANDO FOR THE RECALL OF COUNCILMAN JOSE HERNANDEZ AND COUNCILWOMAN JULIE RUELAS | RECIPIENT COMMITTEE | ACTIVE |
| 497041 | DANIEL HERNANDEZ TRUCKING | MAJOR DONOR | |
| 497041 | HERNANDEZ TRUCKING, DANIEL * | MAJOR DONOR | |
| 923006 | ESPINOZA, COMMITTEE TO ELECT ROSE HERNANDEZ | RECIPIENT COMMITTEE | TERMINATED |
| 943428 | ESPINOZA, COMMITTEE TO ELECT ROSE HERNANDEZ | RECIPIENT COMMITTEE | TERMINATED |
| 990136 | HERNANDEZ FOR CITY COUNCIL, J.A. | RECIPIENT COMMITTEE | ACTIVE |
| 495304 | HERNANDEZ & ASSOCIATES, LAW OFFICES OF RICHARD F. | MAJOR DONOR | |
| 910026 | HERNANDEZ (COUNCILMAN 3RD WARD), COMMITTEE TO ELECT RALPH | RECIPIENT COMMITTEE | TERMINATED |
| 960851 | HERNANDEZ 1997, RE-ELECT | RECIPIENT COMMITTEE | ACTIVE |
| 1291630 | HERNANDEZ 2006, COMMITTEE TO ELECT ORLANDO | RECIPIENT COMMITTEE | TERMINATED |
| 963006 | HERNANDEZ '97 * | RECIPIENT COMMITTEE | TERMINATED |
| 963006 | HERNANDEZ '98 | RECIPIENT COMMITTEE | TERMINATED |
| 983433 | HERNANDEZ 99, NORWALK FOR | RECIPIENT COMMITTEE | TERMINATED |

Campaign Statement-Form 460

Fast Facts

- A public document
- Reviewed by the County and FPPC
- Use Form 460 to amend
- Generally, postmark is date filed
- Subject to \$10/day late fine and other enforcement penalties

What to Report

- **Contributions received** (money & assets in)
- **Expenditures made** (money & assets out)

Campaign Statement-Form 460

Where to File

Registrar of Voters Office



Multiple Committees

Holding one office and running for another? File for both in both locations.

June Election Filing Schedule

Fair Political Practices Commission
 Filing Schedule for
 Candidates and Controlled Committees for Local Office
 Being Voted on June 7, 2016

| Deadline | Period | Form | Notes |
|---|-------------------|---------------|--|
| Feb 1, 2016 <i>Semi-Annual</i> | * – 12/31/15 | 460 or 470 | <ul style="list-style-type: none"> Form 460: All committees must file Form 460. Form 470: If a candidate has raised or spent less than \$1,000 during 2015, file Form 470. The January 31 deadline falls on Sunday, so the deadline is extended to the next business day. |
| Within 24 Hours <i>Contribution Reports</i> | 3/9/16 – 6/7/16 | 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 in connection with <i>another</i> candidate or ballot measure being voted on the June 7 ballot or to a political party committee. 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. File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available. |
| Apr 28, 2016 <i>Pre-Election</i> | 1/1/16 – 4/23/16 | 460 or 470 | <ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below). |
| May 26, 2016 <i>Pre-Election</i> | 4/24/16 – 5/21/16 | 460 | <ul style="list-style-type: none"> All committees must file this report. Paper copies must be filed by personal delivery or guaranteed overnight service only. |
| Aug 1, 2016 <i>Semi-Annual</i> | 5/22/16 – 6/30/16 | 460 | <ul style="list-style-type: none"> All committees must file unless the committee filed termination Forms 410 and 460 before June 30, 2016. The July 31 deadline falls on a Sunday, so the deadline is extended to the next business day. |

After the election, most candidates file Form 460 semi-annually until the committee is closed.

Campaign Statement Form 460 Cover Page

Deadline: Obtain a filing schedule!

**Recipient Committee
Campaign Statement
Cover Page**
(Government Code Sections 84200-84216.5)

SEE INSTRUCTIONS ON REVERSE

**Check filing
schedule for dates**

**Check filing
schedule for type of
statement**

COVER PAGE

**CALIFORNIA
FORM 460**

Page _____ of _____

For Official Use Only

Statement period
from 1/1/20XX
through XX/XX/20XX

1. Type of Recipient Committee: All Committees – Complete Parts 1, 2, 3, and 4.

Officeholder, Candidate Controlled Committee
 State Candidate Election Committee
 Recall
(Also Complete Part 5)

General Purpose Committee
 Sponsored
 Small Contributor Committee
 Political Party/Central Committee

Primarily Formed Ballot Measure Committee
 Controlled
 Sponsored
(Also Complete Part 6)

Primarily Formed Candidate/Officeholder Committee
(Also Complete Part 7)

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
 Supplemental Preelection Statement

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

Executed on XX/XX/XX Date

Executed on XX/XX/XX Date

Ben Marks
Signature of Treasurer or Assistant Treasurer

Sue Hernandez

If you're both
candidate
and treasurer,
sign twice!

The candidate and
treasurer must both sign

Form 460 - Schedule A

Reporting Monetary Contributions

Date received = **possession** of check (not date deposited) or **possession** of payment information for credit cards.

Itemize = disclose details about the contributor - the names and addresses of contributors of \$100 or more in a calendar year.

For contributors who are individuals, also report the **occupation and employer**.

Form 460 - Schedule A

Monetary Contributions

Quick Tip

Committee may stamp the date received on each contribution check

Sue Morgan
Jeffery Morgan
123 S. 10th Street
Oceanside, CA 93291

Received 2/12/14

3410

2/10/14

PAY TO THE ORDER OF *Jane Jones for San Bernardino County Supervisor*

\$ 200⁰⁰

Two Hundred Dollars DOLLARS

Memo: Civil Engineer, ABC Consulting Inc. *Sue Morgan*

Committee may have contributors write their occupation/employer information their contribution check

Donor Information

(contributors of \$100 or more)

Complete

- Retired
- Consultant, A Better Business Agency
- Self-Employed, No Separate Business Name
- Homemaker or Student
- Private Investor: stocks & bonds
- Lawyer, Ortiz & Smith

Incomplete

- Manager
- Next Door Neighbor
- Friend
- ABBA (no acronyms)
- Business Person
- Entrepreneur
- Investor

Contributions of \$100 or more **must be returned within 60 days** if individual's name, street address, occupation, and employer are not obtained.

Question:

Sue has no occupation/employer information for one of her contributors of \$100. How long until she must refund the contribution?

- a 24 hours**
- b 6 months**
- c 60 days**

Form 460 - Schedule A

Reporting Monetary Contributions

You must include individuals' occupation & employer

Amount less than \$100 this period is added to previous contribution

Schedule A Monetary Contributions 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 THIS PERIOD | CUMULATIVE TO DATE CALENDAR YEAR (JAN. 1 - DEC. 31) | PER ELECTION TO DATE (IF REQUIRED) |
|---------------|--|---|--|-----------------------------|---|------------------------------------|
| XX/XX/XX | Linda Gutierrez 123 South B Street Oceanside, CA 93291 | <input checked="" type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC | Nurse, Oceanside Medical Clinic | 50 | 100 | |

IND= Individual
COM= Committee
OTH= Business

Lump sum – report contributions less than \$100

Schedule A Summary

| | | |
|---|----------|-------|
| 1. Amount received this period – itemized monetary contributions. (Include all Schedule A subtotals.) | \$ | 860 |
| 2. Amount received this period – unitemized monetary contributions of less than \$100 | \$ | 1,200 |
| 3. Total monetary contributions received this period. (Add Lines 1 and 2. Enter here and on the Summary Page, Column A, Line 1.) | TOTAL \$ | 2,060 |

Schedule A

Reporting Monetary Contributions

If one signer on a joint checking account, the signer is the contributor

Sally Morgan
James Morgan
804 S. 14th Street
Oceanside, CA 93291

PAY TO THE ORDER OF Sue Hernandez \$ 200⁰⁰

Two Hundred Dollars DOLLARS

Contribution Sally Morgan

Donor made contribution from her business account and another from her personal account

| DATE RECEIVED | FULL 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 THIS PERIOD | CUMULATIVE TO DATE CALENDAR YEAR (JAN. 1 - DEC. 31) | PER ELECTION TO DATE (IF REQUIRED) |
|---------------|--|---|--|-----------------------------|---|------------------------------------|
| XX/XX/XX | Beachwear for Days 411 Sanditon Court Oceanside, CA 93291 | <input type="checkbox"/> IND <input type="checkbox"/> COM <input checked="" type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC | | 99 | 198 | |
| XX/XX/XX | Maria Edgeworth 411 Sanditon Court Oceanside, CA 93291 | <input checked="" type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC | Owner, Beachwear for Days | 99 | 198 | |

Reporting Contributions Received Through Intermediaries

If name on check is different than the true source, disclose both intermediary and true source.

Funds are reported under the true source

| 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 THIS PERIOD | CUMULATIVE TO DATE CALENDAR YEAR (JAN. 1 - DEC. 31) | PER ELECTION TO DATE (IF REQUIRED) |
|---------------|--|---|--|-----------------------------|---|------------------------------------|
| XX/XX/XX | Cane Transportation 1127 Promenade Oceanside, CA 93291 | <input type="checkbox"/> IND <input type="checkbox"/> COM <input checked="" type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC | | 300 | 300 | |
| | Intermediaries: Jennifer Crandall 1127 Promenade, Oceanside, CA 93291 | <input checked="" type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC | Manager, Cane Transportation | | | |
| | Tim Mathew 1127 Promenade, Oceanside, CA 93291 | <input checked="" type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC | Director, Cane Transportation | | | |
| | Elaine Reed 1127 Promenade, Oceanside, CA 93291 | <input checked="" type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC | Secretary, Cane Transportation | | | |

Not disclosing the true source is a serious violation

Schedule B

Reporting Loans Received



- Candidate's personal funds may be reported as a loan.
- Report bank even if personal assets secure loan.
- Each loan from the same person is reported as a separate loan.
- Loans may be subject to contribution limits

Schedule B

Reporting Loans Received

Schedule B – Part 1 Loans Received

Amounts may be rounded
to whole dollars.

SCHEDULE B - PART

| | |
|--|----------------------------|
| Statement covers period from <u>1/1/20xx</u> through <u>xx/xx/20xx</u> | CALIFORNIA FORM 460 |
| Page <u>8</u> of <u>16</u> | I.D. NUMBER 139602 |

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER

Hernandez for Supervisor, 2016

Report loans until paid.

| FULL NAME, STREET ADDRESS AND ZIP CODE OF LENDER (IF COMMITTEE, ALSO ENTER I.D. NUMBER) | IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS) | (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 CONTRIBUTION TO DATE |
|---|--|--|------------------------------------|---|--|----------------------------------|---|--|
| Sue Hernandez 100 Sandburg Street San Bernardino, CA 92401 † <input checked="" type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC | Tax Accountant Hernandez & Associates | \$ 3,000 | \$ 0 | <input checked="" type="checkbox"/> PAID \$ 1,000 <input type="checkbox"/> FORGIVEN \$ 0 | \$ 2,000 n/a DATE DUE | n/a % RATE \$ 0 | \$ 3,000 xx/xx/xx DATE INCURRED | CALENDAR YEAR \$ 2,200 PER ELECTION* \$ 2200P16 |
| Sue Hernandez 100 Sandburg Street San Bernardino, CA 92401 † <input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC | Tax Accountant Hernandez & Associates | \$ 0 | \$ 200 | <input type="checkbox"/> PAID \$ 0 <input type="checkbox"/> FORGIVEN \$ 0 | \$ 200 n/a DATE DUE | n/a % RATE \$ 0 | \$ 200 xx/xx/xx DATE INCURRED | CALENDAR YEAR \$ 2,200 PER ELECTION* \$ 2200P16 |
| † <input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC | | \$ | \$ | <input type="checkbox"/> PAID \$ <input type="checkbox"/> FORGIVEN \$ | \$ DATE DUE | | | CALENDAR YEAR |
| SUBTOTALS | | \$ 200 | \$ 1,000 | \$ 2,000 | | | | |

May be negative number

Schedule B Summary

| | |
|--|---------------------|
| 1. Loans received this period | \$ 200 |
| (Total Column (b) plus unitemized loans of less than \$100.) | |
| 2. Loans paid or forgiven this period | \$ 1,000 |
| (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 \$ (800) |
| Enter the net here and on the Summary Page, Column A, Line 2. (May be a negative number) | |

†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 C

Reporting Non-Monetary Contributions

Examples:

- food/beverages
- rental space
- polls
- discounts

| 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) |
|---------------|---|---|---|----------------------------------|---------------------------|--|---------------------------------------|
| XX/XX/XX | Seaside TV Sales 421 16th Street Oceanside, CA 93291 | <input type="checkbox"/> IND <input type="checkbox"/> COM <input checked="" type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC | | TV | 1,280 | 1,280 | |
| XX/XX/XX | California Surfers PAC 1090 Pacific Highway Oceanside, CA 93291 | <input type="checkbox"/> IND <input checked="" type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC | ID #941233 | Postage | 340 | 340 | |

Form 460 - Schedule E

Reporting Payments Made

All expenditures must have a

- Political
- Legislative
- Governmental purpose

No personal use of campaign funds!



**Candidate Fined for Use
of Campaign Funds
for Pleasure Trip!**

Form 460 - Schedule E

Reporting Payments Made

- No cash expenditures of \$100 or more
- May establish credit card account
- May establish petty cash fund (\$100 or less)

If goods or services have been received but payments have not yet been made, use Schedule F.

Schedule E Reporting Payments Made

An expenditure of \$100 or more for a gift, meal, or travel must include certain details.

Date, number of attendees, whether candidate &/or any individual with authority to make expenditures attended, and purpose

| NAME AND ADDRESS OF PAYEE (IF COMMITTEE, ALSO ENTER I.D. NUMBER) | CODE | OR | DESCRIPTION OF PAYMENT | AMOUNT PAID |
|---|------|----|---|-------------|
| Hannah's Kitchen 42 Mariner Way Corona, CA 92877 | | | xx/xx - 4 attendees for lunch, including candidate and treasurer to discuss campaign strategy | 120 |
| Sue Hernandez 100 Sandburg Street San Bernardino, CA 92401 | FIL | | Filing Fee Reimbursement | 13,300 |

Reimburse candidate for filing fee

| | | | | |
|---|-----|-----|--|-------|
| County Bank Visa 21 Middleton Street Dayton, OH 45330 | | | | 1,031 |
| Subvendor: Phone Banks R Us 22 Parkway Plaza Glendale, CA 91201 | 900 | PHD | | |

**Credit card payment
Itemize at \$100**

Report Subvendors - Schedule E

- Report subvendors of campaign agents and consultants.
- Itemize payments of \$500 or more.
- Reimburse campaign workers within 45 days.

| NAME AND ADDRESS OF PAYEE (IF COMMITTEE, ALSO ENTER I.D. NUMBER) | CODE | OR | DESCRIPTION OF PAYMENT | AMOUNT PAID |
|---|------|----|------------------------|-------------|
| Freeman & Freeman Associates 21 Vista Del Mar Oceanside, CA 93291 | CNS | | | 2,000 |
| Daily News \$500 21 Lava Way Oceanside, CA 93291 | | | | |
| | | | | |

or

Report Subvendors-Schedule G

Schedule E Payments Made

| NAME AND ADDRESS OF PAYEE (IF COMMITTEE, ALSO ENTER I.D. NUMBER) | CODE OR | DESCRIPTION OF PAYMENT | AMOUNT PAID |
|---|---------|------------------------|-------------|
| Freeman & Freeman Associates 21 Vista Del Mar Oceanside, CA 93291 | CNS | | 2,000 |

Schedule G Payments Made by an Agent or Independent Contractor (on Behalf of This Committee)

| Hernandez for Mayor 20XX | | I.D. NUMBER | 123456 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|---|-------------|---|----------------------------------|---|---------------------------------|-------------------------------------|-----------------------------------|--|----------------------------|---------------------------------------|----------------------------|---------------------------------|---|---|------------------------|---|-------------------------------|--|--|--|---|---------------------------------------|--------------------------|--|-------------------------------|--|----------------------|---|
| NAME OF AGENT OR INDEPENDENT CONTRACTOR Freeman & Freeman Associates | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>CODES: If one of the following codes accurately describes the payment, you may enter the code. Otherwise, describe the payment.</p> <table border="0"> <tr> <td>CMP campaign paraphernalia/misc.</td> <td>MBR member communications</td> <td>RAD radio airtime and production costs</td> </tr> <tr> <td>CNS campaign consultants</td> <td>MTG meetings and appearances</td> <td>RFD returned contributions</td> </tr> <tr> <td>CTB contribution (explain nonmonetary)*</td> <td>OFC office expenses</td> <td>SAL campaign workers' salaries</td> </tr> <tr> <td>CVC civic donations</td> <td>FET petition circulating</td> <td>TEL t.v. or cable airtime and production costs</td> </tr> <tr> <td>FIL candidate filing/ballot fees</td> <td>PHO phone banks</td> <td>TRC candidate travel, lodging, and meals</td> </tr> <tr> <td>FND fundraising events</td> <td>POL polling and survey research</td> <td>TRS staff/spouse travel, lodging,</td> </tr> <tr> <td>IND independent expenditure supporting/opposing others (explain)*</td> <td>POS postage, delivery and messenger services</td> <td>TSF transfer between committee</td> </tr> <tr> <td>LEG legal defense</td> <td>PRO professional services (legal, accounting)</td> <td>VOT voter registration</td> </tr> <tr> <td>LT campaign literature and mailings</td> <td>PRT print ads</td> <td>WEB information technology costs</td> </tr> </table> | | | | 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 | FET 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, | IND independent expenditure supporting/opposing others (explain)* | POS postage, delivery and messenger services | TSF transfer between committee | LEG legal defense | PRO professional services (legal, accounting) | VOT voter registration | LT campaign literature and mailings | PRT print ads | WEB information technology costs |
| 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 | FET 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, | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IND independent expenditure supporting/opposing others (explain)* | POS postage, delivery and messenger services | TSF transfer between committee | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LEG legal defense | PRO professional services (legal, accounting) | VOT voter registration | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LT campaign literature and mailings | PRT print ads | WEB information technology costs | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Daily News 21 Lava Way Oceanside, CA 93291 | PRT | | 500 | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**Don't carry over
to summary!**

Schedule F

Reporting Accrued Expenses

- Report goods or services received, but not yet paid, during reporting period.
- Continue to report as accrued expense until paid.

| 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 |
|--|-----------------------------------|---|---------------------------------------|---|--|
| Quirkos 100 Main Street Oceanside, CA 93291 | PRT | 3,000 | 0 | 1,000 | 2,000 |

- Subtract to get a negative number

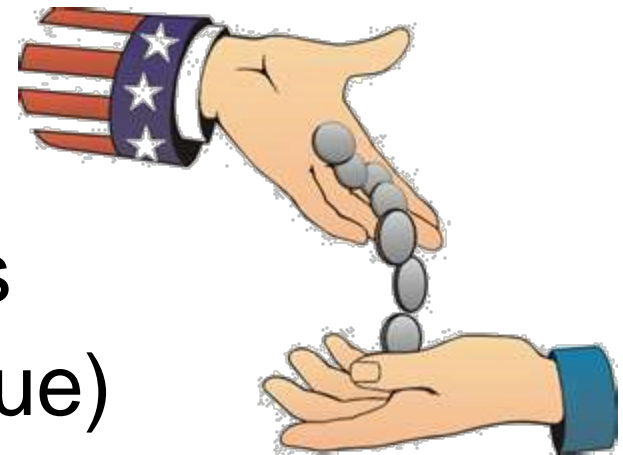
| Schedule F Summary | |
|---|---|
| 1. Total accrued expenses incurred this period. (Include all Schedule F, Column (b) subtotals for accrued expenses of \$100 or more, plus total unitemized accrued expenses under \$100.) | INCURRED TOTALS \$ 0 |
| 2. Total accrued expenses paid this period. (Include 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 \$ 1,000 |
| 3. Net change this period. (Subtract Line 2 from Line 1. Enter the difference here and on the Summary Page, Column A, Line 9.) | NET \$ (1,000) <small>May be a negative number</small> |

Schedule I

Miscellaneous Increases to Cash

Examples

- Interest
- Refunds
- Sale of donated items
(up to fair market value)



Campaign Disclosure Statement Summary Page

Amounts may be rounded
to whole dollars.

SUMMARY PAGE

| | |
|--|--------------------------------|
| Statement covers period from <u>1/1/20xx</u> through <u>xx/xx/20xx</u> | CALIFORNIA FORM 460 |
| | Page <u>3</u> of <u>16</u> |
| | I.D. NUMBER 139602 |

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER

Hernandez for Supervisor, 2016

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> | \$ <u>2,060</u> | \$ <u>2,060</u> |
| 2. Loans Received..... <i>Schedule B, Line 3</i> | \$ <u>(800)</u> | \$ <u>7,200</u> |
| 3. SUBTOTAL CASH CONTRIBUTIONS..... <i>Add Lines 1 + 2</i> | \$ <u>1,260</u> | \$ <u>9,260</u> |
| 4. Nonmonetary Contributions..... <i>Schedule C, Line 3</i> | \$ <u>1,620</u> | \$ <u>1,620</u> |
| 5. TOTAL CONTRIBUTIONS RECEIVED..... <i>Add Lines 3 + 4</i> | \$ <u>2,880</u> | \$ <u>10,880</u> |

Calendar Year Summary for Candidates Running in Both the Summary and General Elections

20. Contributions Received \$ N/A Date _____

21. Expenditures Made \$ _____

Expenditures Made

| | | |
|---|-------------------|------------------|
| 6. Payments Made..... <i>Schedule E, Line 4</i> | \$ <u>14,925</u> | \$ <u>14,925</u> |
| 7. Loans Made..... <i>Schedule H, Line 3</i> | \$ <u>0</u> | \$ <u>0</u> |
| 8. SUBTOTAL CASH PAYMENTS..... <i>Add Lines 6 + 7</i> | \$ <u>14,925</u> | \$ <u>14,925</u> |
| 9. Accrued Expenses (Unpaid Bills)..... <i>Schedule F, Line 3</i> | \$ <u>(1,000)</u> | \$ <u>2,000</u> |
| 10. Nonmonetary Adjustment..... <i>Schedule C, Line 3</i> | \$ <u>1,620</u> | \$ <u>1,620</u> |
| 11. TOTAL EXPENDITURES MADE..... <i>Add Lines 8 + 9 + 10</i> | \$ <u>15,545</u> | \$ <u>18,545</u> |

Expenditure Limit Summary for State Candidates

22. Cumulative Expenditures Made*
(if Subject to Limit) \$ N/A Date _____

Date of Election (mm/dd/yy) _____

Current Cash Statement

| | |
|---|------------------|
| 12. Beginning Cash Balance..... <i>Previous Summary Page, Line 16</i> | \$ <u>24,485</u> |
| 13. Cash Receipts..... <i>Column A, Line 3 above</i> | \$ <u>1,260</u> |
| 14. Miscellaneous Increases to Cash..... <i>Schedule I, Line 4</i> | \$ <u>20</u> |
| 15. Cash Payments..... <i>Column A, Line 8 above</i> | \$ <u>14,925</u> |
| 16. ENDING CASH BALANCE..... <i>Add Lines 12 + 13 + 14, then subtract Line 15</i> | \$ <u>10,840</u> |

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.

If this is a termination statement, Line 16 must be zero.

| | |
|---|-------------|
| 17. LOAN GUARANTEES RECEIVED..... <i>Schedule B, Part 2</i> | \$ <u>0</u> |
|---|-------------|

Cash Equivalents and Outstanding Debts

| | |
|---|-----------------|
| 18. Cash Equivalents..... <i>See instructions on reverse</i> | \$ <u>0</u> |
| 19. Outstanding Debts..... <i>Add Line 2 + Line 9 in Column B above</i> | \$ <u>9,200</u> |

24-Hour Contribution Report – Form 497

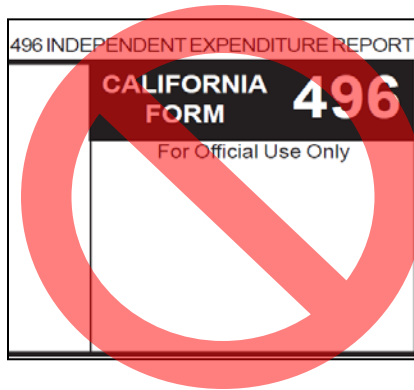
File if you receive \$1,000 or more from a single source (including candidate's personal funds) within 90 days before and on the date of the election

| NAME OF FILER Hernandez for Supervisor, 2016 | | Date of This Filing <u>5/21/16</u> | Date Stamp | CALIFORNIA FORM 497 For Official Use Only |
|---|---|---|---|--|
| AREA CODE/PHONE NUMBER 909-555-3413 | I.D. NUMBER (if applicable) 139602 | Report No. <u>3</u> | | |
| STREET ADDRESS 100 Sandburg Street | | <input type="checkbox"/> Amendment to Report No. _____ (explain below) | | |
| CITY San Bernardino | STATE CA | ZIP CODE 93291 | No. of Pages <u>1</u> | |
| I. Contribution(s) 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 |
| 5/20/16 | Frances Burney 1444 Riverside Drive Temecula, CA 92592 | <input checked="" type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC | Owner, Burney Publishing Co. | 1,500 <input type="checkbox"/> Check if Loan _____% Provide interest rate |

May be filed by fax, personal delivery, guaranteed overnight mail, e-mail or online.

No Late Expenditure Reporting!

If you make payments of \$1,000 or more **on behalf** of your own committee, no additional late report is required!



Disclose payment on the next regular 460 filed.

Questions

Sue lends her own committee \$600 twenty five days before the election and \$500 four days before the election. Must her committee file a Form 497 (Contribution Report)?

- a Yes
- b No

Three days before the election, her committee pays a vendor to make robocalls. This is reported on:

- a Form 460 – After the election
- b Form 496 – Independent Expenditure Report
- c Form 497 – 24-Hour Contribution Report

Disqualification and Campaign Contributions

If the candidate is an official who holds an **appointed position** and receives contributions for an elective office, he/she may be subject to the provisions of GC 84308.

Who is Covered?

- Planning Commissioners
- Local Agency Formation Commission members (LAFCO)
- Transportation Authority members
- Air Quality Management District members
- Waste Management Authority members
- California Coastal Commissioners

After the Election

Successful Candidates

May use campaign funds for officeholder expenses.

Defeated Candidates

See Manual 2 for rules on the use of funds. Funds become surplus 90 days following the end of the semi-annual reporting period (June 30) or upon leaving office (for incumbent candidates), whichever is later.

You may not use your committee for a future election.

Post Election Fundraising Restrictions

- Candidates may receive contributions after an election **only** to pay net debts outstanding from the election.
- The primary and general elections are separate elections for purposes of calculating net debt.
- The contribution limits applicable to the election apply to any new contributions received to pay debt.

After the Election

Leftover Assets



- For personal use, you must purchase the item at fair market value.
- Proceeds from the sale of items are shown as miscellaneous increases to cash on Schedule I.

Candidate and Treasurer Responsibilities

- Both must take appropriate steps to ensure compliance with reporting/recordkeeping rules.
- Stay informed and aware of bank deposits and proper expenditures of campaign funds.
- Both are equally liable in audits or Enforcement cases for non-disclosure on campaign reports or lack of records.



San Bernardino County



March 23, 2016

Who is Audited?

- ▶ Per the FPPC & SB County Contract, **all San Bernardino County candidates are audited.**
- ▶ SB County controlled committees not terminated - we will scan campaign filings and refer them to Trish Mayer as needed.

Audit Process

- **Initial Audit Contact Letter**

Committee Treasurer and/or candidate will receive a letter explaining the authority for audit, the audit period, and to request records.

- **Communication During Audit**

If we need additional information or have questions.

Please call or email the auditor, if you have questions regarding the audit.

- **Post-Audit Conference**

The auditor will call to explain the audit findings.

- **Audit Report - Public Document**

Candidate, committee and SB County will receive a copy of the audit report.

Audit reports include material findings and filer's comment /explanation.

Audit reports are public documents.

- **Referred to Attorney**

Auditor refers case to attorney for resolution.

- **Records**

Original records are returned after the case is closed.

Copies of records are returned upon request.

Recordkeeping

Section 84104, Regulation 18401 Information and Original Source Documentation

A candidate, treasurer, and elected officer has a duty to maintain detailed accounts, records, bills, and receipts as necessary to prepare campaign statements and comply with the Act. Records must be maintained for 4 years following the date the campaign statement to which they relate is filed.

The duty includes the maintenance of detailed information and original source documentation.

Internally and externally generated records must be maintained and used to prepare the campaign statements and reports.

- **Internally generated documents** – records created and maintained by you
- **Externally generated documents** – records created by others



Campaign Statements & Reports Filed

The FPPC obtains stamp received copies from the local filing officer for audit purposes.

Therefore, there is no need to provide copies of campaigns statements & reports for the audit.



GUIDE FOR WHAT TO KEEP FOR YOUR RECORDS

Hand-out & SB County Webpage

CONTRIBUTIONS RECEIVED

- Copies of all contributor checks and deposit slips
- Records of all contributions received online
 - Showing date received, contributor name, amount, occupation, and employer information
- Receipts journal, contributor card file, and/or database supporting the contributions received
- Contributor correspondence
 - Response cards to fundraising events, contribution transmittal letters, correspondence to/from contributors, and any worksheets used in computing the contribution received.
- Daily lists of contributions received
- Fundraising literature
- Copies of notices sent to contributors who contributed \$5,000 or more in a calendar year

NONMONETARY CONTRIBUTIONS

- Letters from contributors showing the date contributed, the items donated, and the fair market value
- Committee prepared documentation of nonmonetary contributions

LOANS RECEIVED

- See hand-out for type of records to maintain
- Remember that loans from you personally to help with your campaign is a contribution (report on campaign statement, deposit into campaign bank acct. prior to spending)



GUIDE FOR WHAT TO KEEP FOR YOUR RECORDS

Hand-out & SB County Webpage

Continued

EXPENDITURES

- Canceled checks or image of cancelled checks received from banks
- Invoices and receipts
- Credit card statements and charge slips
- Contracts with consultants and vendors
- Original samples of each mass mailing sent out
- Disbursement journal
- Canceled checks written on personal, business or other bank accounts to pay for campaign expenditures
- Journal or other record of personal funds used to pay campaign expenditures

CAMPAIGN BANK ACCOUNT AND FILINGS

- Original bank statements
- Original check register
- Copies of the campaign statements and reports



**Fair Political Practices Commission
Filing Schedule for
Candidates and Controlled Committees for Local Office
Being Voted on June 7, 2016**

| <i>Deadline</i> | <i>Period</i> | <i>Form</i> | <i>Notes</i> |
|---|-------------------|---------------|--|
| Feb 1, 2016 <i>Semi-Annual</i> | * – 12/31/15 | 460 or 470 | <ul style="list-style-type: none"> ▪ Form 460: All committees must file Form 460. ▪ Form 470: If a candidate has raised or spent less than \$1,000 during 2015, file Form 470. ▪ The January 31 deadline falls on Sunday, so the deadline is extended to the next business day. |
| Within 24 Hours <i>Contribution Reports</i> | 3/9/16 – 6/7/16 | 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 in connection with <i>another</i> candidate or ballot measure being voted on the June 7 ballot or to a political party committee. ▪ 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. ▪ File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available. |
| Apr 28, 2016 <i>Pre-Election</i> | 1/1/16 – 4/23/16 | 460 or 470 | <ul style="list-style-type: none"> ▪ Each candidate listed on the ballot must file Form 460 or Form 470 (see below). |
| May 26, 2016 <i>Pre-Election</i> | 4/24/16 – 5/21/16 | 460 | <ul style="list-style-type: none"> ▪ All committees must file this report. ▪ Paper copies must be filed by personal delivery or guaranteed overnight service only. |
| Aug 1, 2016 <i>Semi-Annual</i> | 5/22/16 – 6/30/16 | 460 | <ul style="list-style-type: none"> ▪ All committees must file unless the committee filed termination Forms 410 and 460 before June 30, 2016. ▪ The July 31 deadline falls on a Sunday, so the deadline is extended to the next business day. |

- **Local Ordinance:** Always check on whether additional local rules apply.
- *** 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 24-hour independent expenditure reports (Form 498) and 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.

**Fair Political Practices Commission
Filing Schedule for
Candidates and Controlled Committees for Local Office
Being Voted on November 8, 2016**

| <i>Deadline</i> | <i>Period</i> | <i>Form</i> | <i>Notes</i> |
|---|---------------------|---|---|
| Aug 1, 2016 <i>Semi-Annual</i> | * – 6/30/16 | 460 | <ul style="list-style-type: none"> All committees must file Form 460. The July 31 deadline falls on a Sunday, so the deadline is extended to the next business day. |
| Within 24 Hours <i>Contribution Reports</i> | 8/10/16 – 11/8/16 | 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 <i>another</i> candidate or ballot measure being voted on the November 8 ballot or to a political party committee. The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available. |
| Sep 29, 2016 <i>1st Pre-Election</i> | 7/1/16 – 9/24/16 | 460 or 470 | <ul style="list-style-type: none"> Each candidate listed on the ballot must file either Form 460 or Form 470 (see below). |
| Oct 27, 2016 <i>2nd Pre-Election</i> | 9/25/16 – 10/22/16 | 460 | <ul style="list-style-type: none"> All committees must file this report. Paper copies must be filed by personal delivery or guaranteed overnight service only. |
| Jan 31, 2017 <i>Semi-Annual</i> | 10/23/16 – 12/31/16 | 460 | <ul style="list-style-type: none"> All committees must file unless the committee filed termination Forms 410 and 460 before December 31, 2016. |

- **Local Ordinance:** Always check on whether additional local rules apply.
- *** 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 24-hour independent expenditure reports (Form 498) and 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.

Fair Political Practices Commission
Filing Schedule for
Local Candidates and Officeholders (Including Superior Court Judges)
Not Being Voted Upon in 2016

| <i>Deadline</i> | <i>Period</i> | <i>Form</i> | <i>Notes</i> |
|------------------------------------|-------------------|-------------|---|
| Feb 1, 2016 <i>Semi-Annual</i> | * – 12/31/15 | 480 | <ul style="list-style-type: none"> ▪ All committees must file this report. ▪ The January 31 deadline falls on Sunday, so the deadline is extended to the next business day. ▪ Note: Officeholders whose salaries are less than \$200/month and judges do not have to file the semi-annual statement if no contributions were received or expenditures were made during the period. |
| Aug 1, 2016 <i>Semi-Annual</i> | 1/1/16 – 6/30/16 | 480 470 | <ul style="list-style-type: none"> ▪ Form 480: All committees must file Form 480. ▪ Form 470: See note below. ▪ The July 31 deadline falls on a Sunday, so the deadline is extended to the next business day. ▪ Note: Officeholders whose salaries are less than \$200/month and judges do not have to file the semi-annual statement if no contributions were received or expenditures were made during the period. |
| Jan 31, 2017 <i>Semi-Annual</i> | 7/1/16 – 12/31/16 | 480 | <ul style="list-style-type: none"> ▪ All committees must file this report. ▪ Note: Officeholders whose salaries are less than \$200/month and judges do not have to file the semi-annual statement if no contributions were received or expenditures were made during the period. |

Contribution Reports

| | | | |
|---|--------------------------------------|-----|---|
| Within 24 Hours <i>Contribution Reports</i> | 90 days prior to any election | 497 | <ul style="list-style-type: none"> ▪ File if a contribution of \$1,000 or more is made in the aggregate to <i>another</i> candidate or a measure being voted on in an election or made to a political party committee prior to the state primary and general elections. ▪ File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available. |
|---|--------------------------------------|-----|---|

- **Local Ordinance:** If making payments in connection with an election, check the appropriate filing schedule and local ordinance, if any.
- *** 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 24-hour independent expenditure reports (Form 498) and the deadline for the Form 497 that is due the weekend before an 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.

Have a Question?

- Please email questions to sbcadvice@fppc.ca.gov
- If you have a question, please ask before receiving the contribution, making the expenditure, holding the fundraiser, etc.




COUNTY OF SAN BERNARDINO CAMPAIGN FINANCE REFORM ORDINANCE

- Passed in 2012, Revised in 2014
- Additional requirements to those under the Political Reform Act
- Contribution limits, electronic filing, no redesignation

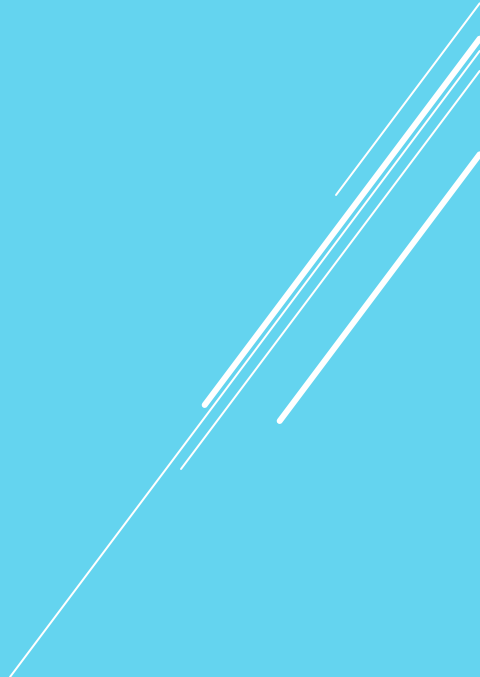
COUNTY OF SAN BERNARDINO CAMPAIGN LAW ENFORCEMENT AGREEMENT

- Agreement between County and FPPC
- Result of special legislation
- Entered into in 2012, renewed 2014.
Legislation to allow for indefinite
contracting period
- A Legislative Report will be completed
this year to summarize findings and
make recommendations. Will be a
public report.

COUNTY OF SAN BERNARDINO CAMPAIGN LAW ENFORCEMENT AGREEMENT

- Education and outreach
 - Contact the FPPC if you have questions about requirements under the Political Reform Act or local ordinance
 - Auditing
 - Every San Bernardino County candidate/controlled committee
 - Enforcement
- 

COUNTY OF SAN BERNARDINO CAMPAIGN LAW ENFORCEMENT AGREEMENT

- Enforcement:
 - Attorney review of all audit findings
 - Consistency in case resolutions and penalties
 - Closure letter: No Action, Advisory, or Warning
 - Stipulation: Streamline or Mainline
 - Approved by the Commission and public documents
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against a light blue background.

COUNTY OF SAN BERNARDINO CAMPAIGN LAW ENFORCEMENT AGREEMENT

- Prevent public harm
 - Disclosure before the election
 - Patterns of campaign money laundering
 - Keep voters informed
 - Level playing field
- 