Workshop for Candidates and Treasurers

Hosted by the County of Santa Cruz

This workshop is designed for **local candidates** who plan to raise or spend $2,000 or more on their election.

Presented by John Kim + Glen Bailey
External Affairs and Education
Fair Political Practices Commission
www.fppc.ca.gov
1-866-275-3772 (Ask FPPC)

What We'll Cover Today

- **Getting Started**
- **Recordkeeping**
- **Campaign Forms**
- **Filing Deadlines**
- **Reporting Contributions**
- **Notifications**
- **Advertisement Disclaimers**
- **After the Election**
- **Online Resources**

The visual aids used in FPPC workshops are guides and contain only highlights of selected provisions of the law; they do not carry the weight of the law.

Getting Started

- Form 700 – Statement of Economic Interests
  - File with your local elections office
- Form 501 – Candidate Intention Statement
  - File with your local elections office
- Form 410 – Statement of Organization
  - File original with the Secretary of State (SOS) and a copy with your local elections office
  - Registers your committee and assigns a committee ID#
  - Include $50 committee fee
- Open Bank Account
- Obtain your Filing Schedule
- Educational Resources
  - Campaign Disclosure Manual 2 for Local Candidates
  - Candidate Toolkit
  - Basic Rules for Treasurers

Recordkeeping

- Keep copies of all receipts, campaign forms, and supporting 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**.
- Review **Campaign Manual 2 Chapter 2** for detailed recordkeeping requirements.
- Both Candidate and Treasurer are **equally liable** in audits or Enforcement cases for non-disclosure on campaign reports or lack of records.

Candidate Intention Statement
Form 501


Candidate Intention Statement

Check One: ☒ Initial ☐ Amendment (Explain)

Date Stamp

CALIFORNIA FORM 501

For Official Use Only

1. Candidate Information:

NAME OF CANDIDATE (Last, First, Middle Initial): LANISTER, JAIME
DAYTIME TELEPHONE NUMBER: (831) 555-5211
FAX NUMBER (optional): ( )
E-MAIL (optional): GUARD@GMAIL.COM
STREET ADDRESS: 521 I STREET
CITY: APTOS
STATE: CA
ZIP CODE: 95001
OFFICE SOUGHT (POSITION TITLE): BOARD OF SUPERVISORS
AGENCY NAME: SANTA CRUZ COUNTY
DISTRICT NUMBER, if applicable: 1
☒ NON-PARTISAN
PARTY:
OFFICE JURISDICTION
☐ State (Complete Part 2)
☐ City ☒ County ☐ Multi-County: (Name of Multi-County Jurisdiction)
2018 (Year of Election)

2. State Candidate Expenditure Limit Statement:

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

(Year of Election) Primary/general election (Year of Election) Special/runoff election

(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.

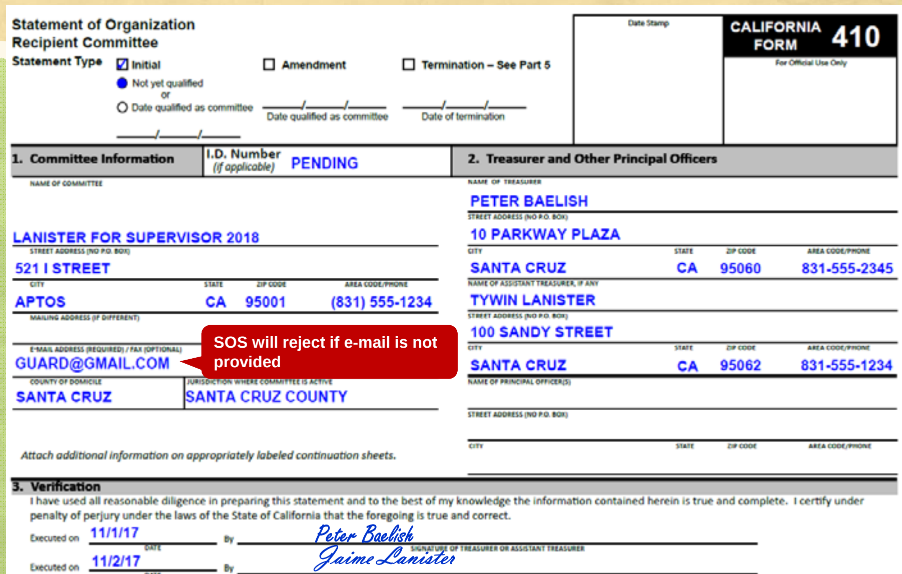
Executed on 11/01/2017 (month, day, year) Signature JAIME LANISTER (Candidate)

WHEN:
File before spending or receiving money, including personal funds

WHERE:
File with your local filing officer (City Clerk or Registrar of Voters)

Also:
Must file a new 501 if running for re-election

Statement of Organization
Form 410


Statement of Organization
Recipient Committee

Statement Type ☑ Initial ☐ Amendment ☐ Termination – See Part 5

● Not yet qualified
or
○ Date qualified as committee ___/___/___ Date qualified as committee ___/___/___ Date of termination

Date Stamp

CALIFORNIA FORM 410

For Official Use Only

1. Committee Information — I.D. Number (if applicable): PENDING

NAME OF COMMITTEE: LANISTER FOR SUPERVISOR 2018
STREET ADDRESS (NO P.O. BOX): 521 I STREET
CITY: APTOS STATE: CA ZIP CODE: 95001 AREA CODE/PHONE: (831) 555-1234
MAILING ADDRESS (IF DIFFERENT)
E-MAIL ADDRESS (REQUIRED) / FAX (OPTIONAL): GUARD@GMAIL.COM
COUNTY OF DOMICILE: SANTA CRUZ
JURISDICTION WHERE COMMITTEE IS ACTIVE: SANTA CRUZ COUNTY

SOS will reject if e-mail is not provided

2. Treasurer and Other Principal Officers

NAME OF TREASURER: PETER BAELISH
STREET ADDRESS (NO P.O. BOX): 10 PARKWAY PLAZA
CITY: SANTA CRUZ STATE: CA ZIP CODE: 95060 AREA CODE/PHONE: 831-555-2345
NAME OF ASSISTANT TREASURER, IF ANY: TYWIN LANISTER
STREET ADDRESS (NO P.O. BOX): 100 SANDY STREET
CITY: SANTA CRUZ STATE: CA ZIP CODE: 95062 AREA CODE/PHONE: 831-555-1234
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 11/1/17 DATE By Peter Baelish SIGNATURE OF TREASURER OR ASSISTANT TREASURER

Executed on 11/2/17 DATE By Jaime Lanister SIGNATURE OF CONTROLLING OFFICEHOLDER, CANDIDATE, OR STATE MEASURE PROPONENT

WHEN:
File within 10 days of raising or spending $2,000 including personal funds.

WHERE:
Original with Secretary of State, copy to your filing officer.

Also:
Can be filed before reaching the $2,000 threshold if you want a Committee ID number.

Important: Complete required fields on the Form 410 or it will be rejected and the assignment of Committee ID number will be delayed!

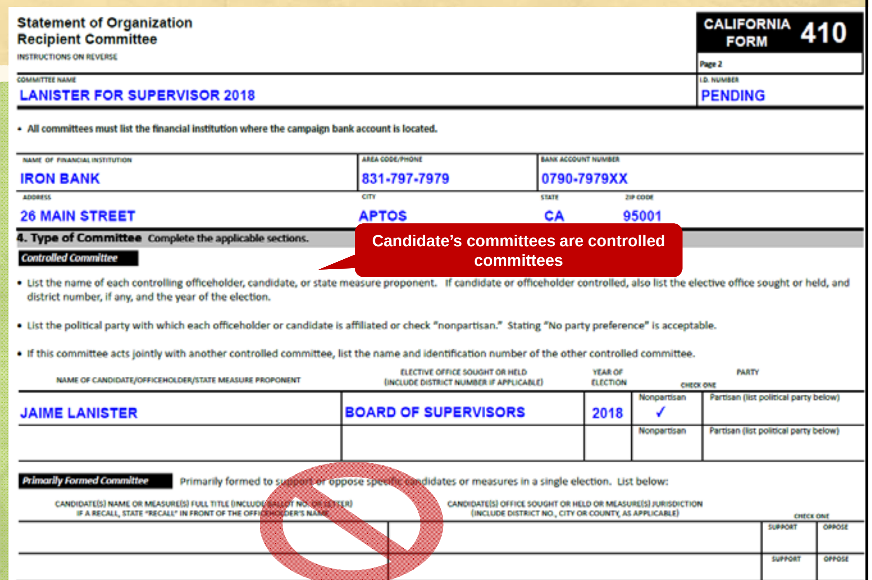
Statement of Organization
Form 410
Second page

Committee ID / Bank Account:
The Secretary of State will reject a form 410 if there is no information in the Financial Institution section.

If you need a Committee ID for a bank to open your account, SoS will accept your form and assign an ID number if you note the financial institution information is:
Pending

NOTE: Pending is only acceptable if you are filing an *Initial: Not yet qualified Form 410.*

Include the financial information when you file the Form 410 that includes the date your committee qualified.


Statement of Organization
Recipient Committee
INSTRUCTIONS ON REVERSE

CALIFORNIA FORM **410**
Page 2

COMMITTEE NAME: LANISTER FOR SUPERVISOR 2018
I.D. NUMBER: PENDING

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

NAME OF FINANCIAL INSTITUTION	AREA CODE/PHONE	BANK ACCOUNT NUMBER	
IRON BANK	831-797-7979	0790-7979XX	
ADDRESS	CITY	STATE	ZIP CODE
26 MAIN STREET	APTOS	CA	95001

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	
JAIME LANISTER	BOARD OF SUPERVISORS	2018	Nonpartisan ✓	Partisan (list political party below)
			Nonpartisan	Partisan (list political party below)

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

Bank Account Rules

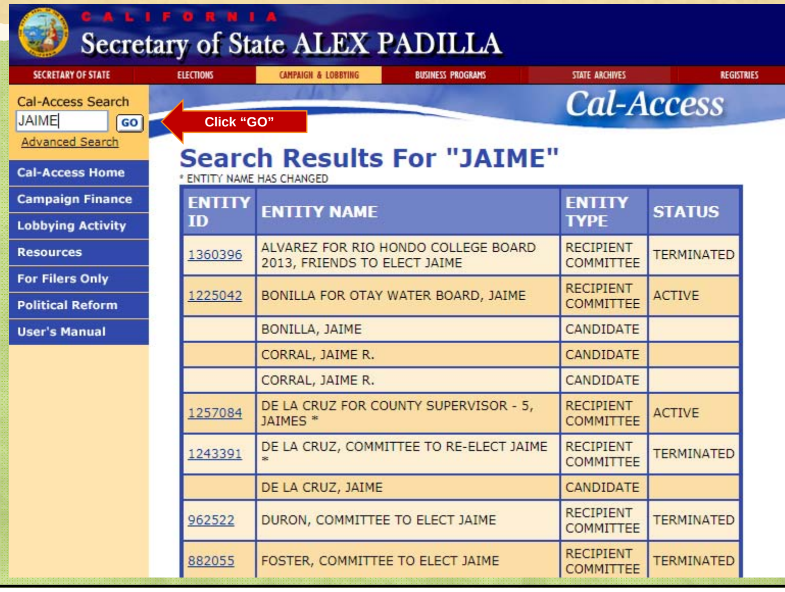
- One bank account per election
- No commingling of funds *(with personal or other committee funds)*
- Candidate must make all campaign expenditures from campaign account
  - *Exceptions:* Filing and ballot statement fees may be paid using personal funds.
- May be opened as a personal account (*if bank requires tax ID# use the IRS website or call 877-829-5500)*

Committee Identification Number

This number is used on all FPPC reporting forms.

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

Find your assigned committee ID number at ***cal-access.sos.ca.gov.***



ENTITY ID	ENTITY NAME	ENTITY TYPE	STATUS
1360396	ALVAREZ FOR RIO HONDO COLLEGE BOARD 2013, FRIENDS TO ELECT JAIME	RECIPIENT COMMITTEE	TERMINATED
1225042	BONILLA FOR OTAY WATER BOARD, JAIME	RECIPIENT COMMITTEE	ACTIVE
	BONILLA, JAIME	CANDIDATE	
	CORRAL, JAIME R.	CANDIDATE	
	CORRAL, JAIME R.	CANDIDATE	
1257084	DE LA CRUZ FOR COUNTY SUPERVISOR - 5, JAIMES *	RECIPIENT COMMITTEE	ACTIVE
1243391	DE LA CRUZ, COMMITTEE TO RE-ELECT JAIME *	RECIPIENT COMMITTEE	TERMINATED
	DE LA CRUZ, JAIME	CANDIDATE	
962522	DURON, COMMITTEE TO ELECT JAIME	RECIPIENT COMMITTEE	TERMINATED
882055	FOSTER, COMMITTEE TO ELECT JAIME	RECIPIENT COMMITTEE	TERMINATED

Campaign Statement-Form 460

Purpose

- Provides the public transparency on campaign activities by requiring the disclosure of **contributions received** (money & assets in) and **expenditures made** (money & assets out).

When to File

- Filing Schedule Deadlines (available on the FPPC website)

Where to File

- Local committees either at:
  - City Clerk
  - Registrar of Voters
- Multiple committees send the original to the regular filing officer and a copy to the other filing officer.

June 5th 2018 Election Filing Schedule

Fair Political Practices Commission
Filing Schedule for
Candidates and Controlled Committees for Local Office
Being Voted on June 5, 2018

Deadline	*Period*	*Form*	*Notes*
Jan 31, 2018 *Semi-Annual*	*** – 12/31/17**	460 or 470	▪ **460**: All committees must file Form 460. ▪ **470**: If a candidate raised or spent less than $2,000 during 2017, file Form 470 (see below).
Within 24 Hours *Contribution Reports*	**3/7/18 – 6/5/18**	497	▪ 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 *another* candidate or measure being voted upon June 5, 2018. ▪ 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.
Apr 26, 2018 *1st Pre-Election*	**1/1/18 – 4/21/18**	460 or 470	▪ Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
May 24, 2018 *2nd Pre-Election*	**4/22/18 – 5/19/18**	460	▪ All committees must file Form 460. ▪ File by personal delivery, guaranteed overnight service or online, if available.
Jul 31, 2018 *Semi-Annual*	**5/20/18 – 6/30/18**	460	▪ All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before June 30, 2018.

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

Campaign Statement
Form 460 Cover Page
Deadline: Check filing schedule!

Recipient Committee Campaign Statement Cover Page

Check filing schedule for dates

COVER PAGE

Date Stamp

CALIFORNIA FORM 460

Page 1 of 16

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SEE INSTRUCTIONS ON REVERSE

Statement covers period
from 1/1/2018
through 4/21/2018

Date of election if applicable: (Month, Day, Year)
6/5/2018

Check filing schedule for type of statement

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

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 1/25/2018 (Date) By *Peter Baelish* (Signature of Treasurer or Assistant Treasurer)

Executed on 1/25/2018 (Date) By *Jaime Lanister* (Signature of Controlling Officeholder, Candidate, State Measure Proponent or Responsible Officer of Sponsor)

The candidate and treasurer must both sign

Form 460
Snapshot of Schedules

Money In

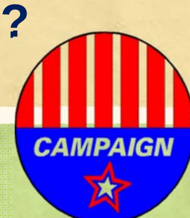
- Schedule A:
  - Monetary Contributions
- Schedule B:
  - Loans Received
- Schedule C:
  - Non-Monetary Contributions
- Schedule I:
  - Miscellaneous Increases to Cash

Money Out

- Schedule B:
  - Loan Repayments
- Schedule E:
  - Expenditures
- Schedule F:
  - Accrued Expenses

Note: Schedules D, G, and H (all money out) are not commonly used by local candidates and will not be discussed at this workshop. For more information on these schedules, please see Manual 2 or contact FPPC.

What is a Contribution?



- Money (cash, check, credit card…)
- Nonmonetary items (donated goods/services)
- Payments made by a third party coordinated with the committee/candidate
- Loans
- Enforceable promises
- **Note:** Everything listed above that is provided by the candidate or their family is a contribution to the committee that must be disclosed.

Contribution Limits May Apply!

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).

Note: Fees associated with this type of fundraising or deducted by the vendor before the contributions are sent to the committee are reported as expenditures. **The fees are not deducted from the amount of each contribution reported**.

Receiving $5,000 or More From a 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

Contribution Restrictions

- 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 $100 or more in cash.
- Local ordinances determine if there is a contribution limit. Check with your filing officer.
- Cannot accept contributions from a foreign government or foreign principal
  - Permanent Residents (Green Card) may contribute.

Exceptions to Contributions

These are not reportable:

- Volunteer personal services.
- Certain communications from an organization to its members.
- Home/office fundraiser.
- Uncompensated internet activity.

Home and Office Events

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

NOTE

Food, beverages, and other items donated by someone other than the occupant count toward the $500 threshold and are reportable as non-monetary contributions. If the total cost of ALL items is greater than $500, the entire event is reportable.

Monetary Contributions

Reporting Monetary Contributions

Date received (whichever is earlier):

- **Possession** of check (not date deposited) or,
- **Possession** of payment information for credit cards, or
- When a **contract vendor or collecting agent** receive either of the above.

Contribution Disclosure ($100 threshold):

- Provide the **name** and **address,** and if an individual, also report the **occupation and employer**.

Donor Information
(contributors of $100 or more)

Complete

- Retired
- Consultant, A Better Business Agency
- Self-Employed, No Separate Business Name
- Homemaker
- 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.

Form 460 - Schedule A
Reporting Monetary Contributions

You must include individuals' occupation & employer

Amount less than $100 in a previous period is added to new 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)
2/13/18	ROB STARK 113 DIRE ST., SANTA CRUZ, CA 95054	☑ IND ☐ COM ☐ OTH ☐ PTY ☐ SCC	MANAGER, PATAGONIA	250	300	

IND= Individual

COM= Committee

OTH= Other (e.g., 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

Form 460 - Schedule A

Reporting Monetary Contributions

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

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

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)
2/13/18	CERSEI LANISTER; 100 SANDY ST, SANTA CRUZ, CA 95000	☑ IND ☐ COM ☐ OTH ☐ PTY ☐ SCC	OWNER, CERSEI'S COIF EMPORIUM	99	198	
3/14/18	CERSEI'S COIF EMPORIUM 111 2ND STREET, APTOS CA 95001	☐ IND ☐ COM ☑ OTH ☐ PTY ☐ SCC		99	198	

Reporting Contributions Received Through Intermediaries

If the name on a check is different than the true source, disclose both the 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)
2/13/18	ROBERT BARATHEON 113 ELM ST., SANTA CRUZ, CA 95061	☑ IND ☐ COM ☐ OTH ☐ PTY ☐ SCC	KING, SEVEN KINGDOMS	300	300	
	INTERMEDIARIES: RENLY BARATHEON - $100 113 ELM ST., SC, CA 95061	☑ IND ☐ COM ☐ OTH ☐ PTY ☐ SCC	MANAGER, CANE TRANSPORTATION			
	ARIA STARK - $100 113 ELM ST., SANTA CRUZ, CA 95061	☑ IND ☐ COM ☐ OTH ☐ PTY ☐ SCC	DIRECTOR, CANE TRANSPORTATION			
	STANNIS BARATHEON - $100 113 ELM ST., SANTA CRUZ, CA 95061	☑ IND ☐ COM ☐ OTH ☐ PTY ☐ SCC	SALES LEAD, CANE TRANSPORTATION			

Not disclosing the true source is a serious violation

Schedule B

Reporting Loans Received

- Multiple loans made by the same person are reported as a separate loan.
- Candidate's personal funds may be reported as a loan.
- Report bank that makes a loan even if personal assets secure loan.

Schedule B

Reporting Loans Received

Schedule B – Part 1
Loans Received

Amounts may be rounded to whole dollars.

SCHEDULE B - PART 1

CALIFORNIA FORM 460

Statement covers period from 1/1/2018 through 6/30/2018

Page 5 of 16

Report loans until paid.

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER: LANISTER FOR SUPERVISOR 2018

I.D. NUMBER: 13960XX

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 CONTRIBUTIONS TO DATE
JAIME LANISTER 521 I ST., APTOS, CA 95053 †☑ IND ☐ COM ☐ OTH ☐ PTY ☐ SCC		$ 3,000	$ 0	☑ PAID $ 1,000 ☐ FORGIVEN $ 0	$ 2,000 N/A DATE DUE	N/A % RATE $ 0	$ 3,000 XX/X/XX DATE INCURRED	CALENDAR YEAR $ 2,200 PER ELECTION** $ N/A
JAIME LANISTER 521 I ST., APTOS, CA 95053 †☑ IND ☐ COM ☐ OTH ☐ PTY ☐ SCC		$ 0	$ 200	☐ PAID $ 0 ☐ FORGIVEN $ 0	$ 200 N/A DATE DUE	N/A % RATE $ 0	$ 200 XX/X/XX DATE INCURRED	CALENDAR YEAR $ 2,200 PER ELECTION** $ N/A
†☐ IND ☐ COM ☐ OTH ☐ PTY ☐ SCC		$	$	☐ PAID $ ☐ FORGIVEN $	$ DATE DUE	% RATE $	$ DATE INCURRED	CALENDAR YEAR $ PER ELECTION** $
	SUBTOTALS		$ 200	$ 1,000	$ 2,200	$ 0		

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)

(Enter (e) on Schedule E, L...

May be negative number

IND ...
... 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)
3/13/18	SEASIDE SHIPS 421 16TH STREET SANTA CRUZ, CA 95001	☐ IND ☐ COM ☑ OTH ☐ PTY ☐ SCC		KAYAK	1,280	1,280	
3/11/18	BLACKSMITH PAC 1090 OAK DRIVE SANTA CRUZ, CA 95001	☐ IND ☑ COM ☐ OTH ☐ PTY ☐ SCC	ID# 941233	POSTAGE	340	340	

Non-Monetary Contributions (In Kind Contributions)

- Report donated items at fair market value using Schedule C.
- Fair Market Value: The amount it would cost any member of the public to purchase the item, not necessarily the amount the donor paid.
- Must provide a description of the good or service received.
- Monetary and non-monetary contributions from the same source aggregate in the cumulative to date reporting section.

Form 460 - Schedule E

Reporting Campaign Expenditures

All expenditures must have a:

- Political, legislative, or governmental purpose
- You may establish a petty cash fund ($100 or less)
- No cash expenditure of $100 or more.

Credit card can be used:

- Must be zeroed out first.
- Can only be used for campaign purposes, until campaign expenses are fully paid off.

*Note: 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.*

Campaign funds may not be used for personal purposes!

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
JACKIE'S KITCHEN 42 MARINER WAY, SANTA CRUZ, CA 95001		3/11/XX STRATEGY LUNCH (CANDIDATE, TREASURER, AND 2 OTHERS PRESENT)	120
JAIME LANISTER 521 I ST., APTOS CA 95060	FIL		1,000
COUNTY BANK 2900 MEADS WAY., SANTA CRUZ, CA 95001			1,500
SUBVENDOR: PHONE BANKS-R-US $1,000 250 TREE WAY, SANTA CRUZ, CA 95001	PHO		

Reimburse candidate for filing fee

Credit Card Payment

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
SMALL COUNCIL & ASSOCIATES 650 S. TRAIL BLVD., SANTA CRUZ CA 95001	CNS		3,000
SUBVENDOR: DAILY NEWS $750 143 7TH WAY, METROPOLIS CA 99999	PRT		

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
QUIRKO'S 500 MADISON AVE., SANTA CRUZ,. CA 95060	PRT	3,000	0	1,000	2,000
* Payments that are contributions or independent expenditures must also be summarized on Schedule D.	SUBTOTALS $	3,000	$ 0	$ 1,000	$ 2,000

- Due to the instructions to subtract line 2 from line 1 you may 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)
May be a negative number

Schedule I
Miscellaneous Increases to Cash

Examples

- Interest
- Refunds
  - Vendor
  - Filing Fee
- 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 1/1/2018
through 4/21/2018

CALIFORNIA FORM 460

Page 3 of 16

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER
LANISTER FOR SUPERVISOR 2018

I.D. NUMBER
13960XX

Contributions Received		Column A TOTAL THIS PERIOD (FROM ATTACHED SCHEDULES)	Column B CALENDAR YEAR TOTAL TO DATE
1. Monetary Contributions	*Schedule A, Line 3*	$ 2,060	$ 2,060
2. Loans Received	*Schedule B, Line 3*	(800)	7,200
3. SUBTOTAL CASH CONTRIBUTIONS	*Add Lines 1 + 2*	$ 1,260	$ 9,260
4. Nonmonetary Contributions	*Schedule C, Line 3*	1,620	1,620
5. TOTAL CONTRIBUTIONS RECEIVED	*Add Lines 3 + 4*	$ 2,880	$ 10,880
Expenditures Made			
6. Payments Made	*Schedule E, Line 4*	$ 14,925	$ 14,925
7. Loans Made	*Schedule H, Line 3*	0	0
8. SUBTOTAL CASH PAYMENTS	*Add Lines 6 + 7*	$ 14,925	$ 14,925
9. Accrued Expenses (Unpaid Bills)	*Schedule F, Line 3*	(1,000)	2000
10. Nonmonetary Adjustment	*Schedule C, Line 3*	1,620	1,620
11. TOTAL EXPENDITURES MADE	*Add Lines 8 + 9 + 10*	$ 15,545	$ 18,545

Current Cash Statement

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

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

17. LOAN GUARANTEES RECEIVED	*Schedule B, Part 2*	$ 0

Cash Equivalents and Outstanding Debts

18. Cash Equivalents	*See instructions on reverse*	$ 0
19. Outstanding Debts	*Add Line 2 + Line 9 in Column B above*	$ 9,200

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).

Calendar Year Summary for Candidates Running in Both the State Primary and General Ele

N/A

7/1 to Date

20. Contri Receiv $

21. Expendit Made $

Expenditure Limit Summary for State Candidates

N/A

2 itures Made* penditure Limit)

Date (mm/

Total to Date

/ / $

/ / $

*Amounts in this section may be different from amounts reported in Column B.

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

497 Contribution Report — Amounts may be rounded to whole dollars.

NAME OF FILER: LANISTER FOR SUPERVISOR 2018	Date of This Filing: 04/12/2018	Date Stamp	CALIFORNIA FORM 497 — For Official Use Only
AREA CODE/PHONE NUMBER: 831-555-5211 — I.D. NUMBER (if applicable): 13960XX	Report No. 3		
STREET ADDRESS: 521 I STREET	☐ Amendment to Report No. ___ (explain below)		
CITY: APTOS — STATE: CA — ZIP CODE: 95060	No. of Pages 1		

1. 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
04/12/2018	FRANCES BURNEY 1444 RIVERSIDE DRIVE SANTA CRUZ CA 95060	☒ IND ☐ COM ☐ OTH ☐ PTY ☐ SCC	OWNER, BURNEY PUBLISHING COMPANY	$1,500 ☐ Check if Loan ___% Provide interest rate

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

Pop Quiz

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 – 24-Hour Independent Expenditure Report
C. Form 497 – 24-Hour Contribution Report

Campaign Contributions and Disqualification

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, which prohibits officials from soliciting or accepting contributions of $250 or more from an entity doing business before the official's agency.

Who is Covered Under GC 84308?

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

Additional information about GC 84308 can be found on the FPPC website

Political Advertisement Disclaimers

Go to:

FPPC Home Page >

Learn >

Campaign Rules >

Campaign Advertising

Political Advertising Disclaimers

1. Communications by Candidate Committees for their own Election

The disclaimer must include, unless otherwise noted: "Paid for by *committee name*."
Examples: "Paid for by Jones for Assembly 20XX"
"Paid for by Friends of Smith for Mayor 20XX"

Communication	Manner of Display
All mass mailings – more than 200 sent within a calendar month (including emails)	• Candidate's committee name/address (on file with Form 410) on outside of mailing (if no Form 410 on file, use candidate name/address) • Only committee name (no address) required on emails • "Paid for by" must be in the same color and font as the committee name/address and immediately in front of or above the name/address • If sent by more than one candidate/committee: o Also on at least one insert in the mailing • No less than 6-point type/contrasting print color • Return envelopes (if included in solicitation) – committee's name, address and ID number are recommended but not required
Telephone calls advocating candidate's own election (500 or more) - made by: • Vendors ("robo" calls) or • Paid individuals other than the candidate, campaign manager or volunteers	• Any time during the message • Must identify the candidate that paid for the call or an organization authorizing the call that files campaign reports • Must state that the call is "paid for by" or "authorized by" the identified candidate or organization o *Examples: This call was paid for by Senator Jones; This call was authorized by (name of committee)* • No ID required on telephone calls personally dialed by candidate, campaign manager or volunteers

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. The committee ID number is recommended, but not required.

Mass Mailings
Recordkeeping Requirement

Retain a copy of each mass mailing. In your records, keep note of:

- Date sent
- Method of postage
- Number of pieces

After the Election
Successful Candidates

- Must continue to file campaign reports and pay the $50 annual fee until the committee terminates.
- May continue to receive contributions and use leftover funds for officeholder expenses.
- May use leftover funds for election to a future office if the funds are redesignated or transferred **before they become surplus.**
- Leftover funds become surplus **90 days after leaving office.**

After the Election
Defeated Candidates

- Must continue to file campaign reports and pay the $50 annual fee until you terminate the committee.
- May use leftover funds for election to a future office if the funds are redesignated or transferred **before they become surplus.**
- Funds become surplus **90 days after the end of the semi-annual reporting period.**
- The end of the semi-annual reporting period is June 30 for elections held in the first six months of the year and December 31 for elections held in the last six months.

After the Election
Using Leftover Funds for a Future Election

Running for Same Office

- File Form 501
- File *amended* Form 410

Running for Different Office

- File Form 501
- File *new* Form 410
- Open a new bank account
- Transfer funds to new bank account

Note: Remember this must be done before the funds become surplus.

After the Election
Leftover Assets

- Leftover assets may also become surplus.
- 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.

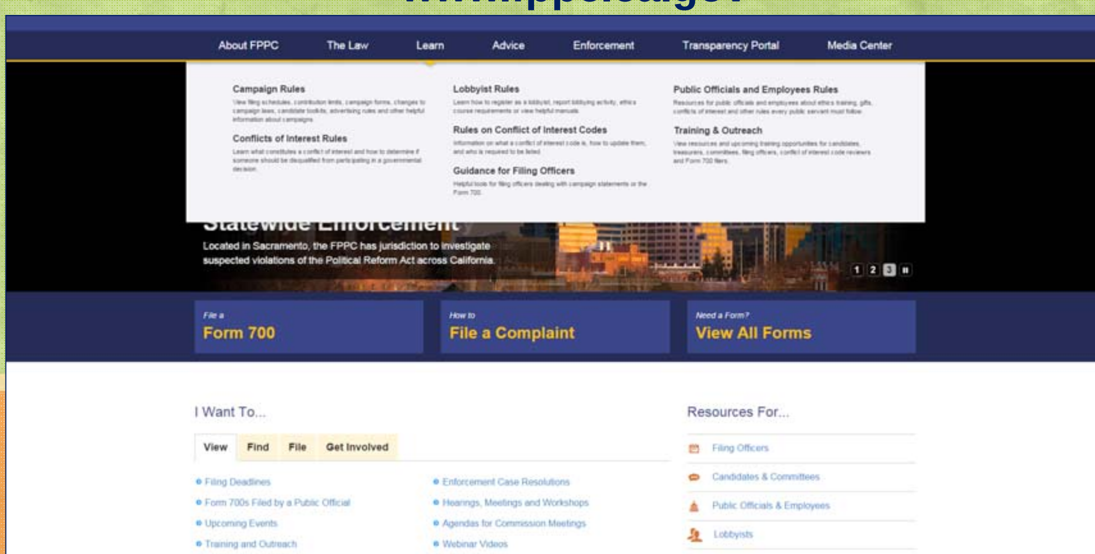
After the Election
Terminating Your Committee

The following criteria must be met:

- No remaining funds
- Not receiving or planning to receive contributions
- Not making or planning to make expenditures
- Termination Forms 410 and 460 must be filed

Note: There is no timeframe for terminating a local committee, but you must continue to file campaign reports and pay the $50 annual fee until the committee terminates.

Visit Our Website
www.fppc.ca.gov



Candidate Toolkit

**FPPC Home Page >
Learn>
Campaign Rules >
Candidate Toolkit**

Basic Rules for Treasurers

**FPPC Home Page >
Learn>
Campaign Rules >
Candidate Toolkit**

Resources

- Campaign Rules Section of FPPC Website
- Campaign Disclosure Manuals
- Candidate Toolkit
- Basic Rules for Treasurers
- Form Instructions
- Candidate/Treasurer Video on YouTube
- Your City Clerk or County Elections Office
- FPPC E-mail - advice@fppc.ca.gov
- FPPC Phones - 866-275-3772
- Secretary of State

Thank You for Attending!