

Fair Political Practices Commission
Filing Schedule for
County of San Mateo
Committees Primarily Formed to Support/Oppose a Local Measure
Being Voted on August 25, 2015

Deadline	Period	Form	Notes
Within 24 Hours <i>Contribution Reports</i>	5/27/15 – 8/24/15	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 a candidate or <i>another</i> measure committee being voted upon August 25, 2015. ▪ 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.
Jul 16, 2015 <i>Semi-Annual/ Pre-Election</i>	1/1/15 – 7/11/15	460	<ul style="list-style-type: none"> ▪ All committees must file Form 460. ▪ The first pre-election statement and semi-annual statements have been combined.
Aug 13, 2015 <i>Pre-Election</i>	7/12/15 – 8/8/15	460	<ul style="list-style-type: none"> ▪ All committees must file Form 460. ▪ File by personal delivery, guaranteed overnight service or online, if available.
Feb 1, 2016 <i>Semi-Annual</i>	8/9/15 – 12/31/15	460	<ul style="list-style-type: none"> ▪ All committees must file unless the committee filed termination Forms 410 and 460 before December 31, 2015. ▪ The January 31, 2016 filing deadline falls on a Sunday, so the deadline is extended to the next business day.

Additional Reports

Depending on committee activity, one or both of the following reports may also be required:

- **[460](#) - Ballot Measure Quarterly Report:** Prior to the semi-annual period in which the measure(s) supported or opposed is being voted upon, primarily formed ballot measure committees must file quarterly campaign statements in addition to semi-annual statements. Following the election, quarterly statements may also be required.
- **[511](#) - Paid Spokesperson Report:** File within 10 days of making either of the following expenditures related to an advertisement to support or oppose a ballot measure: 1) A payment totaling \$5,000 or more to an individual to appear in an advertisement, or 2) A payment of any amount to an individual portraying a member of a licensed occupation (i.e., nurse, doctor, firefighter).
- **Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to the deadline for the Form 497 that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.

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- **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 497 – 24-Hour Contribution Report:** File if a contribution of \$1,000 or more is **made** in connection with a candidate or measure being voted upon in another city, county or state special election, or **made to a political party committee** 90 days before a state special election in 2015.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov, click on the [Campaign](#) link.
- Contact the FPPC if the committee makes independent expenditures to support or oppose candidates or other measures. Additional reports may be required.
- **Multi-Purpose Organizations (including non-profits):** Effective July 1, 2014, multi-purpose organizations making political contributions or expenditures are subject to new campaign disclosure rules. In general, an organization that uses its general dues account to make contributions or expenditures may qualify as a major donor or independent expenditure committee and report payments on Campaign Form 461. Such organizations qualify as a recipient committee if expenditures exceed \$50,000 in a 12-month period or \$100,000 in four years. Organizations qualifying as a recipient committee may need to file reports disclosing contributors. Some organizations will not need to file the year-end semi-annual report. See the [Campaign Reporting Rules for Multipurpose Organizations](#) fact sheet for complete instructions.