

Executive Director's Report - Attachment 1  
**Key Upcoming Program and Operational Deadlines**

(January through June 2016)

Prepared for the January 25, 2016 Regular Monthly Meeting of the San Francisco Ethics Commission

Program or Operational Area	January	February	March	April	May	June
<b>Budget</b>	<ul style="list-style-type: none"> <li>• COIT Submission due 1/15</li> <li>• Commission budget discussion 1/25</li> </ul>	<ul style="list-style-type: none"> <li>• Budget due 2/22</li> </ul>		<ul style="list-style-type: none"> <li>• Budget hearing BOS (only applies if new fees will be implemented)</li> </ul>	<ul style="list-style-type: none"> <li>• 9 Month Budget Report to Controller and Mayor</li> </ul>	<ul style="list-style-type: none"> <li>• Budget hearing BOS Budget approved</li> </ul>
<b>Lobbying</b>	<ul style="list-style-type: none"> <li>• Filing reminders</li> </ul>	<ul style="list-style-type: none"> <li>• Termination of Registration 2/1</li> <li>• Monthly reports due 2/15</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly reports due 3/15</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly reports due 4/15</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly reports due 5/15</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly reports due 6/15</li> </ul>
<b>Campaign Disclosure</b>	<ul style="list-style-type: none"> <li>• Semi-Annual Courtesy Notice reminder 1/21</li> </ul>	<ul style="list-style-type: none"> <li>• Semi Annual filings due 2/1</li> <li>• Publish Campaign Finance guides</li> <li>• Begin check for filing compliance</li> </ul>	<ul style="list-style-type: none"> <li>• 3/9 - Start of 90-Day Late Reporting for 6/7/16 election</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-Election filings due 4/28</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-Election filings due 5/26</li> </ul>	<ul style="list-style-type: none"> <li>• 6/7 - End of 90-Day Late Reporting for 6/7/16 election</li> </ul>
<b>Public Financing</b>		<ul style="list-style-type: none"> <li>• 2016 Qualifications begin</li> <li>• Deploy electronic filing</li> <li>• Publish manuals</li> <li>• Begin training sessions</li> </ul>	<ul style="list-style-type: none"> <li>• Public Financing report on November 2015 Election</li> </ul>			<ul style="list-style-type: none"> <li>• Nomination papers for BOS candidates due 6/14</li> <li>• 6/20 - First day to disburse public funds</li> </ul>
<b>Ethics/Form 700 Filings</b>		<ul style="list-style-type: none"> <li>• Filing instructions circulated</li> <li>• Filing Officer refresher session</li> </ul>	<ul style="list-style-type: none"> <li>• Filing Officer refresher session</li> </ul>	<ul style="list-style-type: none"> <li>• Filing deadline 4/1</li> </ul>		
<b>Permit Consultant Filings</b>	<ul style="list-style-type: none"> <li>• Qtrly reports due 1/15</li> </ul>			<ul style="list-style-type: none"> <li>• Qtrly reports due 4/15</li> </ul>		
<b>Major Developer Filings</b>	<ul style="list-style-type: none"> <li>• Qtrly reports due 1/15</li> </ul>			<ul style="list-style-type: none"> <li>• Qtrly reports due 4/15</li> </ul>		
<b>Campaign Consultant Filings</b>			<ul style="list-style-type: none"> <li>• Qtrly reports due 3/15</li> </ul>			<ul style="list-style-type: none"> <li>• Qtrly reports due 6/15</li> </ul>
<b>Audits</b>		<ul style="list-style-type: none"> <li>• Pre-2015 Cycle Audits Completed</li> </ul>	<ul style="list-style-type: none"> <li>• 2015 Cycle Audits Selected</li> </ul>	<ul style="list-style-type: none"> <li>• 2015 Cycle Audits Begin</li> </ul>		
<b>Public Meetings</b>	<ul style="list-style-type: none"> <li>• Prop. C Interested Persons Mtg 1/13</li> <li>• Commission Mtg 1/25</li> </ul>	<ul style="list-style-type: none"> <li>• Commission Mtg 2/22</li> </ul>	<ul style="list-style-type: none"> <li>• Commission Mtg 3/28</li> </ul>	<ul style="list-style-type: none"> <li>• Commission Mtg 4/25</li> </ul>	<ul style="list-style-type: none"> <li>• Commission Mtg 5/23</li> </ul>	<ul style="list-style-type: none"> <li>• Commission Mtg 6/27</li> </ul>