



ETHICS COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

PAUL A. RENNE
CHAIRPERSON

Date: April 22, 2016

To: Candidates
Primarily Formed Candidate Committees
Primarily Formed Ballot Measure Committees
General Purpose Committees (Including Major Donor and Independent Expenditure Committees)

BRETT ANDREWS
VICE-CHAIRPERSON

BEVERLY HAYON
COMMISSIONER

From: Jarrod Flores, Campaign Finance Officer

PETER KEANE
COMMISSIONER

Re: **April 28, 2016 First Pre-Election Filing Deadline and New Disclosure Requirement Reminders**

VACANT
COMMISSIONER

The San Francisco Ethics Commission wants to take this opportunity to provide you with the following reminders about the April 28, 2016 First Pre-Election filing deadline that applies to San Francisco candidates, primarily formed ballot measure committees, primarily formed candidate committees, and general purpose committees (including Major Donors and Independent Expenditure Committees).

LEEANN PELHAM
EXECUTIVE DIRECTOR

Filings Required. The attached table summarizes how the April Pre-Election filing applies to each type of committee, and the period it covers. It also provides reminders about additional Late Reports for contributions and independent expenditures of \$1,000 or more that may be required in connection with the June 7, 2016 election for the period March 9, 2016 through June 7, 2016. Please refer to the summary table for more information and contact us if you have any questions about how these requirements may apply to your committee.

Period Covered. Please remember that the April Pre-Election statement covers the period between:

- (a) the day after the closing date of the previous statement filed, through April 23, 2016;
- or*
- (b) if no statement was filed in 2016, the period covered is January 1, 2016 through April 23, 2016.

NEW: Change in Independent Expenditure Reporting Requirement. Effective January 1, 2016, FPPC Form 465 is required to be filed by a general purpose recipient or independent expenditure committee only if it has made independent expenditures of \$1,000 or more supporting or opposing a measure during a signature gathering period.

NEW: Certain Administrative Payments No Longer Trigger Reporting Requirement. Effective July 25, 2015, all San Francisco general purpose committees, including Independent Expenditure and Major Donor Committees, must file pre-election statements before any election held in the City and County of San Francisco at which a candidate for City elective office or City measure is on the ballot, if the committee makes contributions or expenditures totaling \$500 or more in the applicable pre-election period. This filing does NOT apply if the committee's only payments are for costs related to the establishment and administration of that committee. The excluded costs include those for legal and accounting fees and other expenses incurred in setting up and running a sponsored committee.

NEW: Updated Disclaimer Charts. Disclaimer requirements (i.e., "Paid for by" rules) for all City campaigns, including ballot measure campaigns, have changed to supplement state law requirements. The Ethics Commission has produced a number of Disclaimer Charts that explain how to comply with the new rules. To view these charts please use the following link:

<http://www.sfethics.org/ethics/2015/07/announcement-of-important-changes-to-san-franciscos-campaign-finance-ordinance-now-in-effect.html>

Avoid Late Filing Penalties. Please remember that late filings are subject to a \$10-per day late fee for paper reports, and a \$25-per day late fee for electronic reports. Filing all statements by the required deadline ensures timely transparency to the public about your committee's activities, and avoids late filing penalties that cost your committee both time and money.

We appreciate your attention to these important public disclosure requirements. If you have any questions or require further assistance with your filing obligations, please feel free to contact our office for further assistance. We can be reached from 8am to 5pm at (415) 252-3100.

San Francisco Ethics Commission - April 28, 2016 Pre-Election Filing Reminders

	<p>April 28, 2016 Pre-Election Filing</p> <p>Period covered is the day after the closing date of the previous statement filed through April 23, 2016; or if no statement was filed in 2016, the period is January 1, 2016 through April 23, 2016</p>	<p>496 Late Reports (Must be filed in electronic format by San Francisco committees)</p>	<p>497 Late Reports (Must be filed in electronic format)</p>
<p>Filer Type</p>	<p>For the June 7, 2016 election, the Late Period covers the period from March 9, 2016 through June 7, 2016.</p>		
<p>Candidates</p>	<p>✓ All committees controlled by San Francisco candidates being voted upon in the June 7, 2016 Election</p> <p><i>Note:</i> When a candidate or officeholder controls more than one committee for the purpose of election to office, all committees of that candidate or officeholder MUST file pre-election statements each time any committee statement is due (see Cal. Code Regulation Section §18405).</p>	<p>Not applicable</p>	<p>✓ <u>File Form 497 within 24 hours of:</u></p> <ul style="list-style-type: none"> receiving or making a late monetary contribution or loan; or making a late in-kind contribution. <p><u>File Form 497 within 48 hours of:</u></p> <ul style="list-style-type: none"> receiving a late in-kind contribution.
<p>Primarily Formed Ballot Measure Committees</p>	<p>✓ All Ballot Measure Committees for the June 7, 2016 election</p>	<p>Not applicable</p>	<p>✓ <u>File Form 497 within 24 hours of:</u></p> <ul style="list-style-type: none"> receiving or making a late monetary contribution or loan; or making a late in-kind contribution. <p><u>File Form 497 within 48 hours of:</u></p> <ul style="list-style-type: none"> receiving a late in-kind contribution.
<p>Primarily Formed Candidate Committees</p>	<p>✓ All Primarily Formed Candidate Committees affecting candidates for the June 7, 2016 election</p>	<p>✓ File Form 496 within 24 hours.</p>	<p>✓ <u>File Form 497 within 24 hours of:</u></p> <ul style="list-style-type: none"> receiving or making a late monetary contribution or loan; or making a late in-kind contribution. <p><u>File Form 497 within 48 hours of:</u></p> <ul style="list-style-type: none"> receiving a late in-kind contribution.
<p>General Purpose Committees (including Major Donors and Independent Expenditure Committees)</p>	<p>✓ All San Francisco general purpose committees must file pre-election statements before any San Francisco election if the committee makes contributions or expenditures totaling \$500 or more in the applicable pre-election period, <i>except as noted below:</i></p> <p><i>Note:</i> This filing does NOT apply if a general purpose committee's ONLY payments are for costs related to the establishment and administration of that committee. The excluded costs are legal and accounting fees and other expenses incurred in setting up and running a sponsored committee.</p>	<p>✓ File Form 496 within 24 hours of making an independent expenditure of \$1,000 or more.</p> <p><i>Note:</i> All San Francisco committees must file electronically. While Non-San Francisco Committees may file Form 496 in paper format, it is recommended that they file in electronic format.</p>	<p>✓ <u>File Form 497 within 24 hours of:</u></p> <ul style="list-style-type: none"> making a late monetary contribution, loan, or in-kind contribution to a candidate or ballot measure committee formed for the June 7, 2016 election. <p><i>Note:</i> Form 497 is also required if you make a late contribution to a State Political Party.</p>