



**San Francisco Ethics Commission
Filing Schedule for
General Purpose Recipient Committees
Making Contributions or Independent Expenditures in Connection with the
November 5, 2019 Election**

Deadline	Period	Form	Notes
Jul 31, 2019 <i>Semi-Annual</i>	* – 6/30/19	450 or 460	<ul style="list-style-type: none"> All committees must file Form 450 or Form 460
Within 10 Days <i>Independent Expenditure Verification</i>	Ongoing	462	<ul style="list-style-type: none"> Committees making independent expenditures of \$1,000 or more in the aggregate for a specific candidate or measure must file this form with the FPPC. Email only - no paper copy. Committees file only one Form 462 per election for each candidate or measure supported or opposed by an independent expenditure
Within 24 Hours <i>Election Cycle Reports</i>	8/7/19 – 11/5/19	496 ¹ 497	<ul style="list-style-type: none"> 496: File if an independent expenditure of \$1,000 or more in the aggregate is made in connection with a candidate or measure being voted upon November 5, 2019. 497: File if a contribution of \$1,000 or more is made to a ballot measure committee being voted upon November 5, 2019.
Sep 26, 2019 <i>1st Pre-Election</i>	7/1/19 – 9/21/19	450 or 460	<ul style="list-style-type: none"> File if the committee makes contributions or expenditures² totaling \$500 or more during the period covered by the pre-election statement.
Oct 24, 2019 <i>2nd Pre-Election</i>	9/22/19 – 10/19/19	450 or 460	<ul style="list-style-type: none"> File if committee makes contributions or expenditures totaling \$500 or more during the period covered by the pre-election statement.
Nov 1, 2019 <i>3rd Pre-Election</i>	10/20/19 – 10/30/19	450 or 460	<ul style="list-style-type: none"> File if committee makes contributions or expenditures totaling \$500 or more (except expenditures for administrative cost) during the period covered by the pre-election statement.
Jan 31, 2020 <i>Semi-Annual</i>	* – 12/31/19	450 or 460	<ul style="list-style-type: none"> All committees must file Form 450 or Form 460.

Additional Notes:

- * **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.

¹ A copy of any advertisement associated with a Form 496 filing must be filed with the Ethics Commission via email or mail delivery at the time the e-filing is required.

² Fees for the establishment or administration of the committee do not count towards the \$500 threshold requiring the pre-election statement.

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- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to the deadline for a Form 497 due the weekend before the election, or to any Form 496. Form 496 reports must be filed within 24 hours regardless of the day of the week.

Additional Notes Cont.:

- **Form SFEC 114.5:** Each committee which receives contributions that in aggregate total \$5,000 or more in a single calendar year, which were made at the behest of a City elective officer, must file this form no later than the deadline to file its semi-annual or pre-election statement.
- **Form SFEC 124:** Each committee which receives contributions that in aggregate total \$10,000 or more during an election cycle, from a single business entity, must file this form no later than the deadline to file its semi-annual or pre-election statement.
- **Form 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 (e.g., nurse, doctor, firefighter).
- **Late Filing Fines:** Late filed statements required to be e-filed will be assessed a \$25 per day late fine, until the statement is e-filed. Late filed statements required to be filed on paper will be assessed a \$10 per day late fine, until the statement is filed.
- **Method of Delivery:** All reports must be filed e-filed.
- **Public Documents:** All forms are public documents. Instructional information is available at www.sfethics.org. Click on Compliance, then Committees.
- **Advertisement Disclaimers:** Many advertisements require disclaimers, please review [disclaimer charts](#) for specific disclaimer requirements.
- **Other Committee Expenditures:** Contact the Ethics Commission if the committee makes independent expenditures/contributions to candidates and/or other measures. Additional reports may be required.
- **Committee Status:** A city committee may make contributions or independent expenditures in connection with other elections. Generally, a city committee is one that spends more than 70% of its funds in connection with elections in one city. See [FPPC Regulation 18227.5](#) to determine whether your committee is a city, county or state committee.