



**San Francisco Ethics Commission
Filing Schedule for
General Purpose Recipient Committees
Making Contributions or Independent Expenditures in Connection with the
March 3, 2020 Election**

Deadline	Period	Form	Notes
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 10 Business Days \$5,000 Report (Local Ballot Measure Qualification Payments)	Ongoing	496 497	<ul style="list-style-type: none"> 496: Report independent expenditures totaling \$5,000 or more to support or oppose the qualification of a single local ballot measure. 497: Report contributions totaling \$5,000 or more to support or oppose the qualification of a single local ballot measure. Contributions Received: List all new contributions of \$100 or more received by the committee that have not been previously reported in connection with the qualification of the measure up through the date of the \$5,000 or more payment.
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. May be filed January 23, 2020.
Within 24 Hours <i>Election Cycle Reports</i>	12/4/19 – 3/3/20	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 March 3, 2020. 497: File if a contribution of \$1,000 or more is made to a ballot measure committee being voted upon March 3, 2020.
Jan 23, 2020 <i>1st Pre-Election</i>	1/1/20 – 1/18/20	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.
Feb 20, 2020 <i>2nd Pre-Election</i>	1/19/20 – 2/15/20	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.
Feb 28, 2020 <i>3rd Pre-Election</i>	2/16/20 – 2/26/20	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.
Jul 31, 2020 <i>Semi-Annual</i>	* – 6/30/20	450 or 460	<ul style="list-style-type: none"> All committees must file Form 450 or Form 460.

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¹ A copy of any advertisement associated with a Form 496 filing must be filed with the Ethics Commission using NetFile or a compatible third-party system (emailed copies are not accepted).

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

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.
- **** Deadlines:** Due to the election being held early in the year, the deadline for the first pre-election statement for calendar year 2020 is earlier than the deadline for the semi-annual statement for calendar year 2019. A candidate/committee active in both calendar years may file the 2019 statement on January 23, 2020.
- **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.
- **[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 [FPCC Regulation 18227.5](#) to determine whether your committee is a city, county or state committee.