

# San Francisco Ethics Commission



## Filing Schedule for Committees Primarily Formed to Support/Oppose San Francisco Ballot Measures Which Will be Voted Upon at the February 15, 2022 Special Election

<i>Deadline</i>	<i>Period</i>	<i>Form</i>	<i>Notes</i>
<b>Within 10 Days</b> <i>Independent Expenditure Verification</i>	<b>Ongoing</b>	<a href="#">462</a>	<ul style="list-style-type: none"> <li>Committees making independent expenditures must file this form <b>with the FPPC</b>.</li> <li>Email only. No paper copy is required.</li> <li>Committees file only one Form 462 per election for each measure supported or opposed by an independent expenditure.</li> </ul>
<b>Within 24 Hours</b> <i>Contribution/Independent Expenditure Reports</i>	<b>11/17/21 – 2/15/22</b>	496 497	<ul style="list-style-type: none"> <li><b>496:</b> File if an independent expenditure of \$1,000 or more in the aggregate is made</li> <li><b>497:</b> File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li><b>497:</b> File if a contribution of \$1,000 or more in the aggregate is made to or in connection with a measure being voted upon February 15, 2022, or to a political party committee.</li> <li>The recipient of a non-monetary contribution of \$1000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received.</li> </ul>
<b>Jan. 6, 2022</b> <i>1<sup>st</sup> Pre-Election</i>	<b>1/1/22 – 1/1/22</b>	460	<ul style="list-style-type: none"> <li>All committees which were active in 2021 must file the semi-annual statement.</li> <li>The first pre-election and second pre-election statements may be combined.</li> </ul>
<b>Jan 31, 2022</b> <i>Semi-Annual</i>	<b>* – 12/31/21</b>	460	<ul style="list-style-type: none"> <li>All committees must file this statement.</li> </ul>
<b>Feb 3, 2022</b> <i>2<sup>nd</sup> Pre-Election</i>	<b>1/2/22 – 1/29/22</b>	460	<ul style="list-style-type: none"> <li>All committees must file this statement.</li> <li>The first pre-election and second pre-election statements may be combined.</li> </ul>
<b>Feb 11, 2022</b> <i>3<sup>rd</sup> Pre-Election</i>	<b>1/30/22 – 2/9/22</b>	460	<ul style="list-style-type: none"> <li>All committees must file this statement.</li> </ul>
<b>August 1, 2022</b> <i>Semi-Annual</i>	<b>2/10/22 – 6/30/22</b>	460	<ul style="list-style-type: none"> <li>All active committees must file this statement.</li> <li>Committees who terminate prior to June 30, 2022 are not required to file this statement.</li> </ul>

### 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.
- 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 always be filed within 24 hours.

### Additional Notes Cont.:

## San Francisco Ethics Commission

- **Late Filing Fines:** Late filed statements will be assessed a \$25 per day late fine, until the statement is filed.
- **Method of Delivery:** All reports must be [e-filed](#)
- **Form SFEC-113:** The proponent of any petition that is circulated to qualify a measure for the ballot must inform the Ethics Commission that the proponent has begun to circulate the petition by filing Form SFEC -113 within one business day of the first date that the petition is circulated.
- **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 SFEC-125:** Any candidate-controlled ballot measure committee which receives contributions which were “bundled” must file Form SFEC-125 at the time they are required to file a 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).
- **Ballot Measure Quarterly Report:** Quarterly campaign reports are required prior to the semi-annual period in which pre-election reports must be filed.
- **Public Documents:** All forms are public documents. Instructional information is available at [www.sfethics.org](http://www.sfethics.org). Click on Compliance >Committees.
- **Committee Status:** See FPPC [Regulation 18247.5](#) to determine if a committee is primarily formed.
- **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.

### Advertisement Disclaimers / Committee Treasurer Training

- Many ballot measure advertisements require disclaimers, please review [disclaimer charts](#) for specific disclaimer requirements.
- **Complete Committee Treasurer Training - File Form 107:** [Training for Committee Treasurers](#).