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Information Manual C

Campaign Provisions of the Political Reform Act for:

- **General Purpose Recipient Committees
(Including Sponsored Committees, Political
Party Committees, and County Central
Committees)**

Prepared by the

**Fair Political Practices Commission
428 J Street, Sacramento, CA 95812-0807
(916) 322-5660**

Revised December 31, 1994

The Political Reform Act was adopted by voter initiative in 1974 and has been periodically amended by legislation and initiatives. The Act requires that campaign disclosure reports, as described in this manual, provide the public with the identity of contributors and the amounts they give; and the amount officeholders, candidates, and committees spend.

Governing Statutes:

- Political Reform Act of 1974 As Amended to January 1, 1995. (Government Code Sections 81000-91015.)
- California Code of Regulations, Title 2, Division 6 (Section 18000 et seq.).

Persons interested in purchasing FPPC Regulations may contact:

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Part I.

Introduction

Overview

California's Political Reform Act was adopted by voter initiative in 1974 and has been periodically amended by legislation and initiatives. The Act requires that campaign disclosure reports, as described in this manual, provide the public with the identity of contributors and the amounts they give; and the amount officeholders, candidates, and committees spend.

Filing Obligations

The following candidates and committees must file campaign statements that disclose contributions received and expenditures made:

- Candidates for state and local elective office;
- State and local elected officeholders; and
- Committees that support or oppose state and local candidates, ballot measures, and petition circulation drives

The following candidates and committees may also be subject to additional disclosure requirements or contribution limitations under city or county campaign ordinances:

- Local officeholders and candidates;
- Committees primarily formed to support or oppose local candidates or local ballot measures;
- City and county general purpose recipient committees; and
- City and county major donor and independent expenditure committees.

For information concerning city and county campaign ordinances, please call the specific city or county.

Provisions of the Political Reform Act do not apply to elections for federal office, including the Office of the President and Vice President, nor seats in the U.S. House of Representatives or U.S. Senate. Candidates for federal office and committees that participate in federal campaigns are subject to federal disclosure requirements. Assistance for federal candidates and committees may be obtained from the Federal Election Commission, 1325 K Street N.W., Washington, DC 20463; (800) 424-9530.

This manual provides basic facts about the campaign disclosure provisions of the Political Reform Act to enable accurate, timely, and complete filing of all campaign disclosure statements. All filers are advised to read this manual carefully.

Failure to file appropriate statements and reports in compliance with the Act can result in substantial criminal, civil, and administrative penalties. Failure to file within the prescribed deadlines can lead to late filing penalties of \$10 for each day the statement is late. (The law does not allow for extensions of due dates for the filing of campaign statements.)

Any questions on reporting obligations may be addressed to the Fair Political Practices Commission (FPPC). Please call (916) 322-5660.

Part II.

Definitions

This reference section defines key terms and concepts that relate to campaign disclosure. These definitions are provided in their entirety only once, although definitions are repeated in narrow contexts throughout the manual.

Broad Based Political Committee (for purposes of contribution limitations):

A committee of persons (other than an officeholder or candidate's controlled committee) that has:

- Been in existence for more than six months; and
- Received contributions from 100 or more persons, and made contributions to five or more candidates during the current fiscal year and the two preceding fiscal years. (Gov. Code Section 85102(d); FPPC Regulation 2 Cal. Code of Regulations Section 18502.)

Calendar Year:

January 1 - December 31.

Campaign Funds (for purposes of restrictions on use of campaign funds):

All contributions, cash, cash equivalents and other assets that officeholders, candidates, and their controlled committees, or other recipient committees (including ballot measure committees, general purpose recipient committees, and committees primarily formed to support or oppose candidates or ballot measures) receive or possess. (Gov. Code Section 89511.)

Campaign Statement:

An itemized report prepared on a form prescribed by the Commission that provides the information required by Chapter 4 of the Political Reform Act. (Gov. Code Section 82006.)

Candidate:

An individual who is listed on a ballot or is qualified to have election officials count write-in votes on his/her behalf for nomination for, or election to, any state or local elective office. A candidate is also one who receives a contribution or makes an expenditure - or gives his/her consent for any other person to receive a contribution or make an expenditure - with a view to bringing about his/her nomination for election to any state or local elective office whether or not at such time:

- The specific elective office that he/she will seek nomination for, or election to, is known when the contribution is received or the expenditure is made;

- His/her candidacy has been announced; or

- A declaration of candidacy has been filed.

"Candidate" also includes:

- An elected officeholder; and

- An officeholder who is the subject of a recall election.

An individual who becomes a candidate retains his/her status as a candidate until all campaign activity that requires disclosure has ended and a Statement of Termination, Form 416, has been filed. (Gov. Code Section 84214.) "Candidate" does not include any person within the meaning of Section 301(b) of the Federal Election Campaign Act of 1971. (Gov. Code Section 82007.)

Closing Date:

The date through which any report or statement is required to be complete. (Gov. Code Section 82010.)

Committee:

Any person or combination of persons who directly or indirectly does any of the following during a calendar year:

- Receives contributions that total \$1,000 or more (referred to as a "recipient committee");
- Makes independent expenditures that total \$1,000 or more (referred to as an "independent expenditure committee"); or
- Makes contributions that total \$10,000 or more to or at the behest of candidates or committees (referred to as a "major donor committee").

A person or combination of persons who becomes a recipient committee under the first bulleted item above retains status as a committee until such time as that status is terminated in accordance with Government Code Section 84214 by filing Form 415. (Gov. Code Section 82013.)

Contribution:

A payment, including a loan, a forgiveness of a loan, a third party payment on a loan, or an enforceable promise to make a payment except to the extent that full and adequate consideration is received and it is clear from the surrounding circumstances that it is not made for political purposes. An expenditure made at the behest of an officeholder, candidate, or committee is a contribution to the officeholder, candidate, or committee unless full and adequate consideration is received for making the expenditure.

A payment is "made at the behest of" an officeholder, candidate, or committee if it is made under the control or at the direction of the officeholder, candidate, or committee. It is also made at the behest if it is in cooperation, consultation, coordination, or concert with, or at the request or suggestion of the officeholder, candidate, controlled committee, official committee of a political party or organization formed or existing primarily for political purposes.

The term "contribution" includes:

- Tickets purchased for events such as dinners, luncheons, rallies, and similar fundraising events;
- The officeholder or candidate's own money or property used on behalf of his/her candidacy;
- Discounts or rebates granted an officeholder, candidate, or committee not generally extended to the public;
- Television, radio, and newspaper discounts or rebates not equally extended to all candidates for the same office; and
- Compensation paid by any person for the personal services or expenses of any other person, if such services are rendered, or such expenses are incurred, on behalf of an officeholder, candidate, or committee without payment of full and adequate consideration.

The term "contribution" also includes the transfer of anything of value that a committee receives from another committee, unless full and adequate consideration is received.

The term "contribution" does not include a payment that the occupant of a home or office makes for costs related to any meeting or fundraising event held in his/her home or office, if the total cost for the meeting or event is \$500 or less.

The term "contribution" does not include any individual's personal services or payments for his/her own travel expenses if such payments are made voluntarily and without any understanding or agreement that the payments will be directly or indirectly repaid.

The term "contribution" does not include an expenditure by a political party or a political committee that is made at the behest of a candidate or officeholder if the expenditure is made in connection with voter registration activities and does not clearly identify or expressly advocate the election or defeat of any candidate for elective office.

The term "contribution" does not include amounts received as part of an enforceable promise if such amounts were previously reported as a contribution. The fact that such amounts were received, however, must be indicated in the appropriate campaign statement. (Gov. Code Section 82015; 2 Cal. Code of Regulations Section 18215.)

Controlled Committee:

A recipient committee that:

- An officeholder, candidate, or state measure proponent controls directly or indirectly; or
- Acts jointly with an officeholder, candidate, controlled committee, or state measure proponent in connection with the making of expenditures.

An officeholder, candidate, or state measure proponent controls a committee if the officeholder, candidate or proponent, his/her agent, or any other committee he/she controls exercises significant influence on the committee's actions or decisions. (Gov. Code Section 82016.) If a candidate or officeholder is involved in the day-to-day activities of a committee, he or she is presumed to have a significant influence on the committee's activities.

Cumulative Amount:

The cumulative amount is the amount of contributions received or expenditures made in a calendar year (January 1 through December 31). (Gov. Code Section 82018.) (See exceptions and examples on page 53.)

Elected Officer:

Any person who holds an elective office or has been elected to an elective office but has not yet taken office. A person who is appointed to fill a vacant elective office is an elected officer. (Gov. Code Section 82020.) Elected officers include: state constitutional officers and state legislators; city and county elected officers; judges; members of special districts; and county central committee members.

Elected State Officer:

Any person who holds an elective state office or has been elected to an elective state office but has not yet taken office. A person who is appointed to fill a vacant elective state office is an elected state officer. (Gov. Code Section 82021.)

Election:

Any primary, general, special, or recall election held in this state. (Gov. Code Section 82022.)

Elective Office:

Any state, regional, county, municipal, district, or judicial office that is filled at an election. Elective office also includes membership on a county central committee of a qualified political party. (Gov. Code Section 82023.)

Elective State Office:

The office of Governor, Lieutenant Governor, Attorney General, Controller, Secretary of State, Treasurer, Superintendent of Public Instruction, Insurance Commissioner, member of the Legislature, and member of the State Board of Equalization. (Gov. Code Section 82024.)

Enforceable Promise to Make a Payment:

An "enforceable promise to make a payment" is a contribution made to or at the behest of a candidate or committee, except to the extent that:

- The person making the enforceable promise receives full and adequate consideration; or
- Surrounding circumstances show that the enforceable promise was not made for political purposes.

A person makes an enforceable promise to make a payment if he/she:

- Guarantees a loan;
- Furnishes security for a loan;
- Endorses a loan;
- Co-signs a loan;
- Makes and delivers a post-dated check;
- Establishes a line of credit at a bank or other commercial lending institution for a candidate or committee; or
- Promises in writing to make a payment for specific goods or services, and the candidate or committee, based on the promise, expends funds or enters into an enforceable contract with a third party. (2 Cal. Code of Regulations Section 18216.)

Expenditure:

A payment, a forgiveness of a loan, a third party payment of a loan, or an enforceable promise to make a payment, unless it is clear from the surrounding circumstances that it is not made for political purposes. An expenditure is made on the date the payment is made or on the date consideration, if any, is received, whichever is earlier. (Gov. Code Section 82025.)

Fair Market Value:

The price which goods, services, facilities, or anything of value (other than money) would bring at a fair sale between parties dealing on equal terms. Whenever the amount of goods, services, facilities, or anything of value other than money is required to be reported, the amount must be a good faith estimate of the fair market value. (Gov. Code Section 82025.5.)

Filer:

A person who files or is required to file any statement or report under Chapter 4 of the Political Reform Act. (Gov. Code Section 82026.)

Fiscal Year:

July 1 through June 30. (Gov. Code Section 85102(a).)

General Purpose Committee:

A general purpose committee is a non-controlled recipient committee that is not primarily formed to support or oppose a single officeholder, candidate, ballot measure, or group of specific candidates, or a group of specific measures voted upon in a state election or in a single city or county election. Most political action committees (PACs) are general purpose committees. (Gov. Code Section 82027.5.)

Household (for purposes of restrictions on use of campaign funds):

An elected officer's or candidate's spouse, dependent children, and parents who reside with the elected officer or candidate. (Gov. Code Section 89511(b).)

Immediate Family:

An elected officeholder's or candidate's spouse and dependent children. (Gov. Code Section 82029.)

Independent Expenditure:

An expenditure made in connection with a communication that expressly advocates the nomination, election, or defeat of a clearly identified candidate, or the qualification, passage, or defeat of a clearly identified measure, or taken as a whole and in context, unambiguously urges a particular result in an election but which is not made to or at the behest of the affected candidate or committee. (Gov. Code Section 82031.)

A payment is made at the behest of a candidate or committee if it is made under the control or at the direction of, in cooperation, consultation, coordination, or concert with, or at the request or suggestion of the candidate or committee. (2 Cal. Code of Regulations Sections 18215 and 18225.)

(A payment that is made to or at the behest of the affected candidate or committee is a contribution.)

Independent Expenditure Committee:

An individual or entity that makes independent expenditures totaling \$1,000 or more in a calendar year. Independent expenditure committees do not receive contributions. (Gov. Code Section 82013(b).)

Intermediary:

A person is an intermediary for the making of a contribution if the recipient of the contribution would consider the person to be the contributor without disclosure of the true source of the contribution. (See page 55 for disclosure obligations of intermediaries.) (Gov. Code Section 84302, 2 Cal. Code of Regulations Section 18432.5.)

Late Contribution:

A late contribution is a monetary or non-monetary contribution, including a loan, or a combination of monetary and non-monetary contributions and loans, that:

- Aggregates to \$1,000 or more from a single source that is made to or received by a candidate, a controlled committee, or a committee formed to support or oppose a candidate or measure; and
- Is made or received during the 16 days immediately preceding the election in which the recipient candidate or measure is to be voted on. (Gov. Code Section 82036.)

A late contribution includes contributions or loans from a candidate to his/her campaign committee during the late contribution period.

Late Independent Expenditure:

Any independent expenditure, as defined above, that totals in the aggregate \$1,000 or more, and is:

- Used to support or oppose a single candidate or measure; and
- Made during the 16 days that immediately precede the election in which the candidate or measure supported or opposed is to be voted on. (Gov. Code Section 82036.5.)

Major Donor Committee:

An individual or entity that makes contributions to or expends funds at the behest of candidates or committees totaling \$10,000 or more in a calendar year. Major donor committees do not receive contributions. (Gov. Code Section 82013(c).)

Mass Mailing:

"Mass mailing" is defined as more than 200 substantially similar pieces sent during a calendar month. This definition does not include a form letter or other mail that is sent in response to an unsolicited request, letter, or other inquiry. (Gov. Code Section 82041.5.)

Measure:

Any constitutional amendment or other proposition that:

- A legislative body submits to a popular vote at an election; or
- Is submitted, or is intended to be submitted, to a popular vote at an election by initiative, referendum, or recall procedure, whether or not it qualifies for the ballot. (Gov. Code Section 82043.)

Payment:

A payment, distribution, transfer, loan, advance, deposit, gift, or other rendering of money, property, services, or anything else of value, whether tangible or intangible. (Gov. Code Section 82044.)

Person (for purposes of disclosure):

An individual, proprietorship, firm, partnership, joint venture, syndicate, business trust, company, corporation, association, committee, and any other organization or group of persons acting in concert. (Gov. Code Section 82047.)

Person (for purposes of contribution limitations):

An individual, proprietorship, firm, partnership, joint venture, syndicate, business trust, company, corporation, association, committee, and labor organization. (Gov. Code Section 85102(b).)

Political Committee (for purposes of contribution limitations):

A committee of persons (other than an officeholder or candidate's controlled committee) that receives contributions from two or more persons and, acting in concert, makes contributions to candidates. (Gov. Code Section 85102(c).)

Primarily Formed Committee:

A recipient committee that is formed or exists primarily to support or oppose a single candidate or a single measure, or a group of specific candidates or measures voted on in the same city or county election or two or more measures being voted upon in the same city, county, or state election. (Gov. Code Section 82047.5.)

Proponent of a State Ballot Measure:

The person who submits a draft of an initiative or referendum petition to the Attorney General for preparation of a title and summary. (Gov. Code Section 82047.6; Elections Code Section 3502.)

Recipient Committee:

An individual, group of individuals, organization, or any other entity that receives \$1,000 or more in contributions during a calendar year. (Gov. Code Section 82013(a).)

Slate Mailer:

A mass mailing that supports or opposes four or more candidates or ballot measures. (Gov. Code Section 82048.3.)

Slate Mailer Organization:

Any person who directly or indirectly:

- Is involved in the production of one or more slate mailers and exercises control over selection of candidates and measures to be supported or opposed in the slate mailers; and
- Receives or is promised payments that total \$500 or more in a calendar year for the production of one or more slate mailers

A slate mailer organization does not include:

- An officeholder or candidate, or the officeholder or candidate's controlled committee;
- An official committee of a political party;
- A legislative caucus committee; or
- A committee primarily formed to support or oppose an officeholder, candidate, or ballot measure. (Gov. Code Section 82048.4.)

(Disclosure requirements for slate mailer organizations are described in Information Manual F - Campaign Disclosure Provisions of the Political Reform Act for Slate Mailer Organizations.)

Sponsored Committee:

A committee, other than a candidate's controlled committee, that has one or more sponsors. A person sponsors a committee if:

- The committee receives 80 percent or more of its contributions from the person or its members, officers, employees, or shareholders;
- The person collects contributions for the committee through payroll deductions or dues from its members, officers, or employees;
- The person, alone or in combination with other organizations, provides all or nearly all of the administrative services for the committee; or
- The person, alone or in combination with other organizations, sets the policies for contribution solicitation or payment of expenditures from committee funds. (Gov. Code Section 82048.7.)

Part III.

Campaign Reporting Requirements

Overview

The Political Reform Act requires committees that support or oppose state and local candidates and ballot measures to file periodic campaign statements that disclose:

- Contributions received (including monetary and non-monetary contributions, loans received, and enforceable promises);
- Expenditures made (including loans made);
- Unpaid bills; and
- Any miscellaneous increases to cash, such as bank interest.

Detailed itemization is required for:

- Contributions received from a single source totaling, in the aggregate, \$100 or more in a calendar year;
- Expenditures of \$100 or more;
- Accrued expenses of \$100 or more; and
- Miscellaneous increases to cash of \$100 or more.

This manual has been prepared for use by recipient committees that are general purpose committees, including political parties, central committees, and political action committees (PACs). See page 5 for definition of general purpose committee.

Filing Requirements and Sample Forms

Committees must file campaign statements at specified intervals. This section describes the purpose of each campaign statement, identifies the information each statement requires, and indicates when each form must be filed. A sample campaign statement accompanies each explanation to show practical application of the concepts discussed. See page 51 for where to file statements.

Filing officers must receive campaign statements and other required reports as follows:

<i>Method of Delivery</i>	<i>Considered Received</i>
Personal delivery	On date delivered
Guaranteed overnight delivery	On date delivery service receives material
First class mail	On date of postmark. (If not received, sender must possess post office receipt with date of deposit and filing officer's name and address.)
Fax*	On date of transmittal

* Campaign statements containing 30 pages or less may be faxed provided that the required original (a copy containing an original signature of the committee treasurer) and the required copies are sent by first-class mail or by guaranteed overnight delivery service within 24 hours of the filing deadline.

As stated in the Introduction to this manual, substantial civil and criminal penalties may result if campaign statements are not filed in compliance with the Act. Late filing penalties, at the rate of \$10 per day, may also accrue if forms are not filed on time. Provisions do not exist for the extension of due dates.

Statement of Organization, Form 410 (Recipient Committees)

Any person who receives contributions totaling \$1,000 or more within a calendar year qualifies as a recipient committee and - within 10 days of qualifying - must file Form 410 with the Secretary of State and the local filing officer, if any, with whom the committee will be required to file the originals of its campaign statements.

Form 410 may be filed prior to receiving \$1,000. Enter "not yet qualified" in the space provided for "Date Qualified as Committee." When \$1,000 has been received, file an amended Form 410 indicating the date qualified.

The Secretary of State will issue an identification number to the committee upon receipt of the Form 410. This identification number must be included on all campaign disclosure forms.

24-Hour Filing of an Initial Statement of Organization

If a committee qualifies in the 16 days immediately preceding the election for which the committee would be required to file pre-election campaign statements (the late contribution period), the committee must file the information contained on the Statement of Organization via telegram or personal delivery within 24 hours of qualification. The information must be sent to the same filing officer who will receive the committee's original campaign statements. In addition, a Form 410 must be filed with the Secretary of State within 10 days.

Amending Form 410

If any information on a Statement of Organization changes, the committee must file an amendment to the statement within 10 days of the change. The amended Form 410 must be sent to the Secretary of State and the local filing officer, if any,

Statement of Organization Recipient Committee

(Government Code Sections 84101-84103)

Amendment

Check box if an Amendment and enter I.D. number

Type or print in ink

SEE INSTRUCTIONS ON REVERSE

WHERE TO FILE:

File original and one copy of this form with Secretary of State
Political Reform Division
P.O. Box 1467
Sacramento, CA 95812-1467

And, if applicable, file one copy of this form with The city or county officer, if any, who receives the committee's original campaign disclosure statements

STATEMENT OF ORGANIZATION

Date Stamp	
	For Official Use Only

I Committee Information

Date Qualified as Committee (Month, Day, Year) 1/1/92 Check box if not yet qualified

NAME OF COMMITTEE

CA Dairy Institute Political Action Committee

ADDRESS OF COMMITTEE (NOT P.O. BOX) NO. AND STREET

2815 R Street

CITY STATE ZIP CODE AREA CODE/PHONE NUMBER

Sacramento CA 95814 916/322-3222

COUNTY OF DOMICILE COUNTY WHERE COMMITTEE IS ACTIVE IF DIFFERENT THAN COUNTY OF DOMICILE

Sacramento

MAILING ADDRESS (IF DIFFERENT) NO. AND STREET OR P.O. BOX

P.O. Box 1515

CITY STATE ZIP CODE AREA CODE/PHONE NUMBER

Sacramento CA 95814 916/322-3222

II Treasurer and Other Principal Officers

NAME OF TREASURER

Jane Nelson

MAILING ADDRESS

33 Wilson Drive

CITY STATE ZIP CODE AREA CODE/DAYTIME PHONE

Woodland CA 95822 916/444-1111

NAME AND POSITION OF OTHER PRINCIPAL OFFICER(S)

Jerry McGee, President

MAILING ADDRESS

P.O. Box 17

CITY STATE ZIP CODE AREA CODE/DAYTIME PHONE

Sacramento CA 95826 916/822-3333

Attach additional information on appropriately labeled continuation sheets

III Disposition of Surplus Funds You must specify what disposition will be made of leftover campaign funds, if any, at termination

Non-profit 501(c)(3) charity

IV Verification

I have used all reasonable diligence in preparing this statement and to the best of my knowledge the information contained herein is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct

Executed on <u>1/1/92</u> DATE	At <u>Sacramento, CA</u> CITY AND STATE	By _____ (Signature Required) SIGNATURE OF TREASURER
Executed on _____ DATE	At _____ CITY AND STATE	By _____ SIGNATURE OF CONTROLLING OFFICER/HOLDER, CANDIDATE OR STATE MEASURE PROPONENT
Executed on _____ DATE	At _____ CITY AND STATE	By _____ SIGNATURE OF CONTROLLING OFFICER/HOLDER, CANDIDATE OR STATE MEASURE PROPONENT
Executed on _____ DATE	At _____ CITY AND STATE	By _____ SIGNATURE OF CONTROLLING OFFICER/HOLDER, CANDIDATE OR STATE MEASURE PROPONENT

FOR INFORMATION REQUIRED TO BE PROVIDED TO YOU PURSUANT TO THE INFORMATION PRACTICES ACT OF 1977 SEE INFORMATION MANUAL ON CAMPAIGN DISCLOSURE PROVISIONS OF THE POLITICAL REFORM ACT

State of California Fair Political Practices Commission

with whom the committee is required to file the originals of its campaign statements showing:

- The committee's name and identification number in the spaces provided;
- The "Amendment" box checked at the top of the form; and
- The amended information.

Example:

When there is a change in treasurer, the committee must provide the required information on the new treasurer on another Form 410. The amended form must also include the committee's name and previously issued identification number in the appropriate box on the front page. The "Amendment" box must be checked at the top of the Form 410.

|||||

See page 54 for information on name identification requirements and additional Form 410 amendment requirements.

24-Hour Filing of an Amendment to a Statement of Organization

Certain changes that occur during the 16 days immediately preceding an election in which a committee is required to file pre-election campaign statements must be disclosed via telegram or personal delivery within 24 hours and must be filed with the filing officer who receives the committee's original campaign statements. The committee must also file an amended Form 410 within 10 days, as explained above. Such changes include:

- The name of the committee;
- The committee's treasurer or other principal officers; or
- Any candidate who controls the committee.

Detailed instructions appear on Form 410.

Statement of Organization Recipient Committee

STATEMENT OF ORGANIZATION

Type or print in ink



Page 2

NAME OF COMMITTEE

CA Dairy Institute Political Action Committee

ID NUMBER (IF AMENDMENT)

V Type of Committee Completing This Statement:

COMPLETE THE APPLICABLE SECTION(S) MORE THAN ONE CATEGORY MAY BE APPLICABLE TO YOUR COMMITTEE SEE REVERSE FOR IMPORTANT INFORMATION AND DEFINITIONS OF THE COMMITTEES LISTED BELOW

Controlled Committee

- If this committee is controlled by one or more officeholder(s) or candidate(s), list the name of each controlling officeholder or candidate. Also list the elective office sought or held, and district number, if any, for each individual.
- If this committee is controlled by one or more officeholder(s) or candidate(s) for partisan office, list the political party with which each officeholder or candidate is affiliated. An officeholder or candidate not holding or seeking a partisan office must indicate "non-partisan."
- If this committee is controlled by a state measure proponent, list the name of the state measure proponent. If this committee is controlled by more than one state measure proponent list the name of each state measure proponent.
- If this committee acts jointly with another controlled committee, list the name and identification number of the other controlled committee.

NAME OF CANDIDATE/OFFICEHOLDER/STATE MEASURE PROPONENT/COMMITTEE	PARTY	ELECTIVE OFFICE SOUGHT OR HELD (INCLUDE DISTRICT NUMBER IF APPLICABLE)

Primarily Formed Committee

If primarily formed to support or oppose specific candidates or measures, list the candidates or measures below

CANDIDATE'S NAME OR MEASURE'S FULL TITLE (INCLUDE BALLOT NO. OR LETTER)	CANDIDATE'S OFFICE SOUGHT OR HELD OR MEASURE'S JURISDICTION (INCLUDE DISTRICT NO., CITY OR COUNTY, AS APPLICABLE)	CHECK ONE	
		SUPPORT	OPPOSE

General Purpose Committee

If not formed to support or oppose specific candidates or measures, check ONE box to indicate if this is a CITY Committee or COUNTY Committee or STATE Committee

PROVIDE BRIEF DESCRIPTION OF ACTIVITY

Support candidates and measures favorable to the Dairy Industry.

Sponsored Committee

Provide the name and address of the sponsor. If the committee has more than one sponsor, provide names and addresses on appropriately labeled attachment

NAME OF SPONSOR	INDUSTRY GROUP OR AFFILIATION OF SPONSOR		
California Dairy Institute	Dairy industry		
ADDRESS OF SPONSOR NO. AND STREET	CITY	STATE	ZIP CODE
2815 R Street	Sacramento	CA	95814

Broad Based Committee

If this is a broad based committee and wishes to make contributions to candidates in excess of the \$2,500 contribution limit in connection with a special election, check the box below and enter the date on or before which the committee qualified as a broad based committee. (If the committee is not a broad based committee, or does not wish to make contributions in excess of the \$2,500 limit, do not complete this section.)

- Check box if this is a broad based committee. Enter the date on or before which the committee qualified as a broad based committee _____ (Month, Day, Year)
- Check box if this committee no longer qualifies as a broad based committee

Times for Filing Forms 450 or 420

To determine when to file campaign statements, you must determine if you are a "state," "county" or "city" general purpose recipient committee.

A STATE General Purpose Recipient Committee is a committee which makes contributions or expenditures to support or oppose state candidates or measures, or candidates or measures being voted upon in more than one county.

A COUNTY General Purpose Recipient Committee is a committee which makes contributions or expenditures to support or oppose candidates or measures being voted upon in a single county, or candidates or measures being voted upon in any number of jurisdictions within a single county.

A CITY General Purpose Recipient Committee is a committee which makes contributions or expenditures to support or oppose candidates or measures being voted upon in a single city.

NOTE: A STATE General Purpose Recipient Committee which also makes contributions to or expenditures on behalf of city or county candidates or measures is not required to file reports as a CITY or COUNTY General Purpose Recipient Committee.

Semi-Annual Statements

Semi-annual statements are due on July 31 and January 31, with closing dates of June 30 and December 31, respectively.

All general purpose recipient committees must file a semi-annual statement for each half of the year. This applies whether or not they have received contributions or made expenditures in the six-month period the statement covers.

Committees that have not received any contributions and have not made any expenditures during the six-month period covered by a semi-annual statement may file Form 425 - Semi-Annual Statement of No Activity.

Pre-Election Statements

In addition to semi-annual statements, general purpose recipient committees must file pre-election statements as follows:

1995

During 1995, STATE and COUNTY general purpose recipient committees are not required to file regular pre-election statements. Such committees may be required to file the special reports described on pages 38 through 46.

CITY general purpose recipient committees active in cities holding elections during 1995 must file pre-election statements during the six-month period in which the city election is held if they make contributions or independent expenditures totaling \$500 or more during the period covered by the pre-election statement. For city elections held on June 6 or November 7, 1995, refer to the filing schedules on page 48. For all other city elections held in 1995, refer to the "Modified Filing Schedule" on page 47.

Additional Special Reports

In addition to semi-annual and pre-election statements, there are special reports (e.g., Late Contribution Reports) that may affect your filing obligations. See Additional Special Reports on page 38.

1996

During 1996, STATE and COUNTY general purpose recipient committees must file the pre-election statements specified in the "Standard Filing Schedule" on page 49 if they make contributions or independent expenditures totaling \$500 or more during the period covered by the pre-election statement.

CITY general purpose recipient committees active in cities holding elections during 1996 must file pre-election statements during the six-month period in which the city election is held if they make contributions or independent expenditures totaling \$500 or more during the period covered by the pre-election statement. If the city does not hold an election during 1996, pre-election statements are not required of CITY general purpose committees.

If the city election will be held on March 26, June 4, or November 5, 1996, the pre-election filing deadlines are specified in the filing schedule on pages 49 and 50. If the city election will be held on a date other than March 26, June 4, or November 5, 1996, refer to the "Modified Filing Schedule" on page 47.

Additional Special Reports

In addition to semi-annual and pre-election statements, there are special reports (e.g., Late Contribution Reports) that may affect your filing obligations. See Additional Special Reports on page 38.

Recipient Committee Campaign Statement - Short Form, Form 450

General purpose recipient committees may file Form 450 if they:

- Have not received a contribution which must be itemized (a cumulative amount of \$100 or more from a single source);
- Have not received any other payment of \$100 or more (miscellaneous increases to cash);
- Have not received an enforceable promise (pledge) which remains unpaid;
- Have no outstanding loans made or received; and
- Have no accrued expenses (unpaid bills).

Committees may use Form 450 only if all of the above criteria are met.

The period a campaign statement covers - whether a pre-election, semi-annual, supplemental pre-election, special odd-year, or termination statement - begins with the day after the closing date of the most recently filed campaign statement. The period for the first statement filed begins on January 1 of the year for which the statement is filed.

Verification:

The committee treasurer must review the information contained in the statement and sign the verification on Form 450. Under certain circumstances, a responsible officer of an entity or organization which sponsors a committee must review and sign the verification. (See FPPC Regulation 18419.)

Detailed instructions appear on Form 450.

Recipient Committee Campaign Statement — Short Form

Type or print in ink

SEE INSTRUCTIONS ON REVERSE

For use by recipient committees which have not received a contribution or other receipt which must be itemized, have not received or made loans, and have no outstanding accrued expenses or enforceable promises received

Check one of the following boxes to indicate the type of statement being filed

- Pre-election Statement Quarterly Statement Supplemental Pre-election Statement (Attach a completed Form 495 to this statement)
 Semi-annual Statement Special Odd-year Campaign Report Termination Statement (Attach a completed Form 415 to this statement)

I Committee Information

NAME OF COMMITTEE

CA Dairy Institute Political Action Committee

ADDRESS OF COMMITTEE (NO. AND STREET)

2815 R Street

CITY

Sacramento

STATE

CA

ZIP CODE

95814

AREA CODE/PHONE NUMBER

916/322-3222

ID NUMBER

924488

NAME OF TREASURER

Jane Nelson

PERMANENT ADDRESS OF TREASURER (NO. AND STREET)

33 Wilson Drive

CITY

Woodland

STATE

CA

ZIP CODE

95822

AREA CODE/DAYTIME PHONE NUMBER

916/444-1111

II Committee Type (check boxes) Is this a controlled committee? Yes No Is this a sponsored committee? Yes No Is this a broad based committee? Yes No

III Verification

This committee has not received any contributions, cumulative contributions or miscellaneous receipts from a single source totaling \$100 or more which must be itemized, and this committee has not made or received loans, and has no accrued expenses or outstanding enforceable promises received

I have used all reasonable diligence in preparing this statement. I have reviewed the statement and to the best of my knowledge the information contained herein is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on 7/15/95 At Woodland, CA By (Signature Required)
DATE CITY AND STATE SIGNATURE OF TREASURER

An officeholder, candidate, or state measure proponent who controls a committee must also verify the campaign statement. I have used all reasonable diligence and to the best of my knowledge the treasurer has used all reasonable diligence in preparing this statement. I have reviewed the statement and to the best of my knowledge the information contained herein is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on 7/15/95 At Sacramento, CA By (Signature Required)
DATE CITY AND STATE SIGNATURE OF OFFICEHOLDER, CANDIDATE, PROPONENT, OR RESPONSIBLE OFFICER

Executed on _____ At _____ By _____
DATE CITY AND STATE SIGNATURE OF OFFICEHOLDER, CANDIDATE OR PROPONENT

Executed on _____ At _____ By _____
DATE CITY AND STATE SIGNATURE OF OFFICEHOLDER, CANDIDATE OR PROPONENT

FOR INFORMATION REQUIRED TO BE PROVIDED TO YOU PURSUANT TO THE INFORMATION PRACTICES ACT OF 1977 SEE INFORMATION MANUAL ON CAMPAIGN DISCLOSURE PROVISIONS OF THE POLITICAL REFORM ACT

State of California Fair Political Practices Commission

**Recipient Committee
Campaign Disclosure Statement
Summary Page**

Type or print in ink
Amounts may be rounded
to whole dollars.

SHORT FORM

Statement covers period from <u>1/1/95</u> through <u>6/30/95</u>	Page <u>2</u> of <u>3</u>
---	---------------------------

NAME OF COMMITTEE CA Dairy Institute PAC	ID NUMBER 924488
--	----------------------------

Expenditures Made

1 Expenditures of \$100 or more made this period	\$ <u>8,700</u>
2 Expenditures under \$100 (Not itemized)	<u>1,500</u>
3 SUBTOTAL EXPENDITURES MADE THIS PERIOD	Add Lines 1 + 2 \$ <u>10,200</u>
4 Total expenditures made from previous statement (If this is the first statement for the calendar year, enter zero)	Previous Summary Page, Line 5 <u>0</u>
5 TOTAL EXPENDITURES MADE TO DATE	Add Lines 3 + 4 \$ <u>10,200</u>

Contributions Received

6 Monetary contributions received this period	\$ <u>5,300*</u>
7 Non-monetary contributions received this period	<u>800*</u>
8 Total contributions received from previous statement (If this is the first statement for the calendar year, enter zero)	Previous Summary Page, Line 9 \$ <u>0</u>
9 TOTAL CONTRIBUTIONS RECEIVED TO DATE	Add Lines 6 + 7 + 8 \$ <u>6,100</u>

Current Cash Statement

10 Beginning cash balance	Previous Summary Page, Line 14 \$ <u>6,450</u>
11 Cash receipts this period	Line 6 above <u>5,300</u>
12 Miscellaneous increases to cash	<u>0</u>
13 Cash expenditures this period	Line 3 above <u>10,200</u>
14 ENDING CASH BALANCE THIS PERIOD	Add Lines 10 + 11 + 12, then subtract Line 13 \$ <u>1,550</u>

* Contributions Received Through
CA Dairy Institute
No single contributor of \$100

**Recipient Committee
Campaign Disclosure Statement —
Short Form**

Type or print in ink
Amounts may be rounded
to whole dollars

SHORT FORM

Statement covers period from <u>1/1/95</u> through <u>6/30/95</u>	Page <u>3</u> of <u>3</u>
---	---------------------------

SEE INSTRUCTIONS ON REVERSE	ID NUMBER
NAME OF COMMITTEE CA Dairy Institute PAC	924488

IV Expenditures and Contributions Made (If more space is needed, use additional copies of this page for continuation sheets)

DATE*	NAME AND ADDRESS OF PAYEE (If COMMITTEE IN ADDITION TO COMMITTEE'S NAME AND ADDRESS ENTER I.D. NUMBER OR IF NO I.D. NUMBER HAS BEEN ASSIGNED ENTER THE TREASURER'S NAME AND ADDRESS)	DESCRIPTION OF EXPENDITURE OR CONTRIBUTION MADE	NAME OF CANDIDATE AND OFFICE OR NAME OF BALLOT MEASURE AND BALLOT NUMBER OR LETTER	CHECK ONE		IND EXP **	AMOUNT THIS PERIOD	CUMULATIVE AMOUNTS TO DATE**	
				SUPPORT	OPPOSE			Calendar Year	Other
5/18	Committee to Re-Elect Burns to Senate 10 Winners Circle Los Angeles, CA I.D. #941235	Monetary	Julius Burns Senate District 40	X			1,000	Calendar Year \$ <u>1,250</u>	Other
5/18	Hot Springs Daily Sun 105 Fahrenheit Avenue Hot Springs, CA	Purchased Ad in Newspaper	Alice Krampton Assemblywoman District 10	X		X	1,800	Calendar Year \$ <u>1,800</u>	Other
5/20	Citizens Against Smog Yes on Prop 220 #2 February Drive Shadow Town, CA I.D. #952244	Monetary	Citizens Against Smog (State) Proposition 220	X			3,000	Calendar Year \$ <u>3,000</u>	Other
5/21	Committee to Elect Hazel Fitzpatrick 900 Southport Avenue San Francisco, CA I.D. #952227	Monetary	Hazel Fitzpatrick Senate District 50	X			2,900	Calendar Year \$ <u>2,900</u>	Other
								Calendar Year \$	Other
							SUBTOTAL \$ 8,700		

* Required only for payments which are contributions or independent expenditures
** See instructions on reverse regarding independent expenditures and reporting cumulative amounts

Recipient Committee Campaign Statement - Long Form, Form 420

General purpose recipient committees must use Form 420 if they:

- Have received an itemizable contribution (a cumulative amount of \$100 or more from a single source);
- Have received any other itemizable receipt; or
- Have outstanding loans (made or received) or outstanding accrued expenses (unpaid bills).

The period a campaign statement covers - whether a pre-election, semi-annual, supplemental pre-election, special odd-year, or termination statement - begins with the day after the closing date of the most recently filed campaign statement. The period for the first statement filed begins on January 1 of the year for which the statement is filed.

Part I - Committee Information

The information disclosed on Part I must correspond to the information disclosed on the committee's Statement of Organization, Form 410.

Part III - Verification

The committee treasurer must review the information contained in the statement and sign the verification. Under certain circumstances a responsible officer of an entity or organization which sponsors a committee must review the statement and sign the verification. (See FPPC Regulation 18419.)

Detailed instructions appear on Form 420.

Recipient Committee Campaign Statement - Long Form

(Government Code Sections 84200-84216.5)

Type or print in ink

COVER PAGE - LONG FORM

SEE INSTRUCTIONS ON REVERSE

Check one of the following boxes to indicate the type of statement being filed.

- Pre-election Statement Semi-annual Statement
- Special Odd-year Campaign Report
- Supplemental Pre-election Statement (Attach a completed Form 495 to this Statement)
- Termination Statement (Attach a completed Form 415 to this statement)

Statement covers period from <u>10/20/96</u> through <u>12/31/96</u>	Date Stamp	Page <u>1</u> of <u>16</u> For Official Use Only
Date of election if applicable (Month, Day, Year)		

I Committee Information

NAME OF COMMITTEE

CA Dairy Institute Political Action Committee

ADDRESS OF COMMITTEE (NO. AND STREET)	I.D. NUMBER	
2815 R Street	924488	
CITY	STATE	ZIP CODE
Sacramento	CA	95814
NAME OF TREASURER		AREA CODE/DAYTIME PHONE
Jane Nelson		916/322-3222
PERMANENT ADDRESS OF TREASURER (NO. AND STREET)		
33 Wilson Drive		
CITY	STATE	ZIP CODE
Woodland	CA	95822
		AREA CODE/DAYTIME PHONE
		916/444-1111

(Check Boxes) See definitions and important information on reverse

- Is this a sponsored committee? Yes No
- Is this a broad based political committee? Yes No

II Primarily Formed Committee (See definition on reverse.) List names of officeholder(s) or candidate(s) for which this committee is primarily formed.

NAME OF CANDIDATE(S) OR OFFICEHOLDER(S)	OFFICE SOUGHT OR HELD	CHECK ONE	
		SUPPORT	OPPOSE

Attach additional information on appropriately labeled continuation sheets.

III Verification

I have used all reasonable diligence in preparing this statement. I have reviewed the statement and to the best of my knowledge the information contained herein and in the attached schedules is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on 1/4/97 At Woodland, CA
DATE CITY AND STATE

Executed on 1/4/97 At Sacramento, CA
DATE CITY AND STATE

By _____ (Signature Required)
SIGNATURE OF TREASURER

By _____ (Signature Required)
SIGNATURE OF RESPONSIBLE OFFICER OF SPONSOR IF REQUIRED

FOR INFORMATION REQUIRED TO BE PROVIDED TO YOU PURSUANT TO THE INFORMATION PRACTICES ACT OF 1977 SEE INFORMATION MANUAL ON CAMPAIGN DISCLOSURE PROVISIONS OF THE POLITICAL REFORM ACT

State of California Fair Political Practices Commission

Allocation Page

The Allocation Page is used to list monetary and non-monetary contributions and independent expenditures made to support or oppose an officeholder, candidate or another committee.

All monetary and non-monetary contributions (including loans) and independent expenditures of \$100 or more are listed on the Allocation Page. Such contributions and independent expenditures are also required to be reported on one or more schedules (Schedules E, F or H). If the contribution was non-monetary (in-kind) and a payment was not made during the period covered by the report, the fair market value of the goods or services provided must be indicated, as well as a description of the goods or services.

Contributions made to individual officeholders, candidates or committees must be cumulated and the total amount reported on the "Cumulative to Date/Calendar Year" column.

Example:

On June 1, the CA Firemen's Political Action Committee made a \$4,000 contribution to Assembly-

man Black's 1996 Senate committee and a \$2,000 contribution to his 1994 Assembly committee. The committee must cumulate the two contributions and report \$6,000 in the "Cumulative to Date/Calendar Year" column.

The following are not required to be cumulated:

- Contributions made to a ballot measure committee controlled by a candidate/officeholder and contributions made to the same candidate/officeholder's election committee; and
- Contributions and independent expenditures made on behalf of the same candidate, officeholder, or committee.

Example:

The CA Firemen's Political Action Committee made an independent expenditure of \$1,000 opposing Measure Z on the June ballot. It subsequently made a \$3,000 contribution to the committee primarily formed to oppose the measure. The contribution and independent expenditure amounts are not cumulated on the Allocation page.

Detailed instructions appear on Form 420.

Recipient Committee Allocation Page

Type or print in ink
Amounts may be rounded
to whole dollars

ALLOCATION PAGE

Statement covers period from <u>10/20/96</u> through <u>12/31/96</u>	Page <u>2</u> of <u>16</u>
ID NUMBER 924488	

SEE INSTRUCTIONS ON REVERSE

NAME OF COMMITTEE

CA Dairy Institute Political Action Committee

List contributions and independent expenditures that total \$100 or more made to support or oppose officeholders, candidates, ballot measures, or committees

DATE	NAME OF OFFICEHOLDER OR CANDIDATE AND OFFICE, OR NAME OF MEASURE AND BALLOT NUMBER OR LETTER OR NAME OF COMMITTEE IF OTHER THAN OFFICEHOLDER CANDIDATE OR MEASURE COMMITTEE	CHECK ONE		IND EXP *	AMOUNT THIS PERIOD	CUMULATIVE TO DATE CALENDAR YEAR (JAN 1 - DEC 31)	CUMULATIVE TO DATE OTHER (IF APPLICABLE)
		SUPPORT	OPPOSE				
10/25	Jane Smith For Assembly District 2	X			800	1,600	
11/2	Californians For State Prop. 200	X			800	800	
10/27	Robert Johnson For Senate District 4		X	X	900	900	
10/25	Citizens Voter Participation Fund	X			3,000	3,000	
*See reverse regarding independent expenditures					SUBTOTAL	\$ 5,500	

Attach additional information on appropriately labeled continuation sheets.

Allocation Summary

1 Contributions and independent expenditures of \$100 or more made this period (Include all Allocation Page subtotals.)	\$ <u>5,500</u>
2 Contributions and independent expenditures under \$100 made this period (Do not itemize.)	\$ <u>0</u>
3 Total contributions and independent expenditures made this period (Do not carry this to the Summary Page.)	TOTAL \$ <u>5,500</u>

Summary Page

The Campaign Disclosure Statement Summary Page lists the totals of all contributions received and expenditures made during the period the campaign statement covers. The Summary Page also includes cumulative amounts of contributions and expenditures made during the calendar year.*

NOTE: If an error is discovered in a previous statement, an amendment to that statement should be filed before the current summary page is completed.

Column A lists the current campaign statement totals from Schedules A through H. Each line entry in Column A is taken from the total amounts listed in the summary sections of each schedule. If a schedule does not apply during the reporting period covered by this statement, put a zero on the appropriate line in Column A and do not attach the blank schedule.

Column B lists all totals cumulated* from January 1 to the beginning of this period, except as noted below.

If this is the first statement filed for the calendar year, Lines 1, 4, 8, and 12 should show zero. If this is not the first statement of the calendar year, copy Column C totals from the previous Summary Page filed.

*In most cases, the cumulation period for a campaign statement is a calendar year. Cumulation of contributions and expenditures begins on January 1 and ends on December 31. The exception to the calendar year cumulation is when a pre-election campaign statement is filed in one year in connection with a local or special election held in another year. Then the period over which the cumulative amount is calculated ends on the closing date of the semi-annual statement or report filed after the election. (Note: The cumulation period for the next statement begins the day after the closing date of the semi-annual statement.) In most cases, this exception will be triggered during elections held in January or early February when the period covered for the first pre-election campaign statement in connection with the January/February election falls in December of the previous year.

Recipient Committee Summary Page

Type or print in ink. Amounts may be rounded to whole dollars.

SUMMARY PAGE

SEE INSTRUCTIONS ON REVERSE

NAME OF COMMITTEE

CA Dairy Institute Political Action Committee

Statement covers period		Page <u>3</u> of <u>16</u>	
from	<u>10/20/96</u>		
through	<u>12/31/96</u>	ID NUMBER	<u>924488</u>

Contributions Received

		Column A TOTAL, THIS PERIOD (FROM ATTACHED SCHEDULES)	Column B* TOTAL PREVIOUS PERIOD (SEE NOTE BELOW)	Column C TOTAL TO DATE (ADD COLUMNS A + B)
1 Monetary Contributions	Schedule A, Line 3	\$ 6,450	\$ 1,000	\$ 7,450
2 Loans Received	Schedule B, Line 7	\$ 2,500	\$ 0	\$ 2,500
3 SUBTOTAL CASH CONTRIBUTIONS	Add Lines 1 + 2	\$ 8,950	\$ 1,000	\$ 9,950
4 Non-monetary Contributions	Schedule C, Line 3	\$ 11,000	\$ 3,000	\$ 14,000
5 SUBTOTAL CONTRIBUTIONS (Exclude Enforceable Promises)	Add Lines 3 + 4	\$ 19,950	\$ 4,000	\$ 23,950
6 Enforceable Promises (Exclude Loan Guarantees, Line 18 below)	Schedule D, Line 7	\$ [2,500]	\$ 2,500	\$ 0
7 TOTAL CONTRIBUTIONS RECEIVED	Add Lines 5 + 6	\$ 17,450	\$ 6,500	\$ 23,950

Expenditures Made

8 Cash Payments (Other than Loans Made)	Schedule E, Line 5	\$ 2,500	\$ 600	\$ 3,100
9 Loans Made	Schedule H, Line 7	\$ 1,500	\$ 0	\$ 1,500
10 SUBTOTAL CASH PAYMENTS	Add Lines 8 + 9	\$ 4,000	\$ 600	\$ 4,600
11 Accrued Expenses (Unpaid Bills)	Schedule F, Line 5	\$ 125	\$ 0	\$ 125
12 TOTAL EXPENDITURES MADE	Add Lines 10 + 11	\$ 4,125	\$ 600	\$ 4,725

Current Cash Statement

13 Beginning Cash Balance	Previous Summary Page, Line 17	\$ 10,000
14 Cash Receipts	Column A, Line 3 above	\$ 8,950
15 Miscellaneous Increases to Cash	Schedule I, Line 4	\$ 1,039
16 Cash Payments	Column A, Line 10 above	\$ 4,000
17 ENDING CASH BALANCE	Add Lines 13 + 14 + 15, then subtract Line 16	\$ 15,989

If this is a termination statement, Line 17 must be zero.

* From previous Statement Summary Page, Column C. However, if this is the first report filed for the calendar year, Column B should be blank except for Loans Received (Line 2), Enforceable Promises (Line 6), Loans Made (Line 9), and Accrued Expenses (Line 11).

Summary for Non-Controlled Committees Primarily Formed to Support or Oppose Candidates in Both June and November Elections

		1/1 through 6/30	7/1 to Date
18 LOAN GUARANTEES RECEIVED	Schedule B, Part I, Column (b)	\$ 0	
19 Cash Equivalents	See instructions on reverse	\$ 0	
20 Outstanding Debts	Add Line 2 + Line 11 in Column C above	\$ 2,625	
21 Contributions Received		\$ _____	\$ _____
22 Expenditures Made		\$ _____	\$ _____

The amounts on Lines 2, 6, 9, and 11 are carried forward from year to year until they are paid. The amounts entered on Lines 2, 6, 9, and 11 in Column B are the same amounts that appear on Lines 2, 6, 9, and 11 in Column C (Total to Date) of the last campaign statement filed.

Column C lists the cumulative totals for the entire calendar year (the totals of Columns A and B).

Certain activities may cause Schedules B, D, F, and H to result in a negative figure. These negative figures are entered on the Summary Page and subtracted from the corresponding figures in Column B so that Column C reflects the actual amount of outstanding loans, enforceable promises, or unpaid bills.

Contributions Received - Lines 1-7 show the total contributions received. Line items include total cash contributions (monetary contributions and loans received), non-monetary contributions, and enforceable promises received.

Expenditures Made - Lines 8-12 show total expenditures made including cash payments, loans made, and accrued expenses (unpaid bills).

Current Cash Statement - Lines 13-17 reflect the actual cash condition. Such amounts should balance with your bank account(s). Lines 13 and 17 also include any investments, such as certificates of deposit, shares in government bonds, money market funds, and any other asset that can be readily converted to cash.

NOTE: Do not report such investments as expenditures. The committee's cash balance should not be reduced by an investment that can be readily converted to cash.

Line 13 (Beginning Cash Balance) must be exactly the same as the amount disclosed on Line 17 (Ending Cash Balance) of the previous Summary Page filed. Enter zero if the committee has never filed statements previously.

Line 14 (Cash Receipts) is the total of monetary contributions and loans received during the period (enter Line 3 of Column A). Do not include non-monetary contributions or enforceable promises.

Line 15 (Miscellaneous Increases to Cash) is the total reported on Schedule I, Miscellaneous Increases to Cash. This total includes all cash items that increase the cash position but are not considered contributions, such as interest on bank accounts.

Line 16 (Cash Payments) is the total of all monetary payments made during the period (enter Line 10, Column A). Do not include accrued expenses.

Line 17 (Ending Cash Balance) is the total of Lines 13, 14, and 15, minus Line 16. This figure must show the accurate, total amount of cash in all accounts (checking, savings, or other accounts).

NOTE: The ending cash balance should not be a negative amount. If this is a termination statement, then the ending cash balance must be zero.

Line 18 (Loan Guarantees Received) is the lump sum of all loan guarantees, endorsements, or security received during the period. See Schedule B, Part I, Column (b).

Line 19 (Cash Equivalents) is the lump sum balance due on all outstanding loans made (Line 9, Column C). This lump sum should also include the original cost of all investments which cannot be readily converted to cash, such as real property.

NOTE: Do not include campaign funds deposited into interest bearing accounts, certificates of deposit, and money market funds on Line 19; such amounts are part of Line 13, Beginning Cash Balance.

Line 20 (Outstanding Debts) is the total outstanding loans and unpaid bills (Accrued Expenses). Add Lines 2 and 11 in Column C and enter the total on Line 20.

Lines 21 and 22 are not required to be completed by general purpose recipient committees.

Detailed instructions appear on Form 420.

Schedule A: Reporting Monetary Contributions Received

All monetary contributions (except loans) must be reported on Schedule A. The name, address, occupation, and employer of any contributor of \$100 or more during the calendar year (January 1 - December 31) must be itemized. Records of all contributions of \$25 or more must be kept and are used to determine whether a donor has contributed \$100. See page 59. Once a person's contribution has cumulated to \$100 during the calendar year, enter the total amount contributed during the:

- Statement period -- in the "Amount Received This Period" column; and
- Calendar year -- in the "Cumulative to Date Calendar Year" column.

NOTE: If the contribution is subject to local contribution limits, the committee may be required to disclose the cumulative amount of contributions

received during the limitation cycle in the "Cumulative to Date-Other" column.

Example:

Suzette Smith contributed \$25 during January. Include this amount on Line 2 of the summary section of Schedule A (Non-Itemized Contributions of Less Than \$100) on the first statement for the calendar year. During the second reporting period, Smith contributed \$75. Because the cumulative amount is now \$100 for the calendar year, Smith's name, address, occupation, and employer must be provided. Enter \$75 in the "Amount Received This Period" column. Enter \$100 in the "Cumulative to Date Calendar Year" column.

For purposes of disclosure and contribution limitations, contributions from certain combinations of persons and entities must be aggregated. See page 53.

**Schedule A
Monetary Contributions Received**

Type or print in ink
Amounts may be rounded
to whole dollars

SCHEDULE A

SEE INSTRUCTIONS ON REVERSE

NAME OF COMMITTEE

CA Dairy Institute Political Action Committee

Statement covers period		Page <u>4</u> of <u>16</u>
from <u>10/20/96</u>		
through <u>12/31/96</u>		ID NUMBER <u>924488</u>

DATE RECEIVED	FULL NAME AND ADDRESS OF CONTRIBUTOR (IF COMMITTEE IN ADDITION TO COMMITTEE'S NAME AND ADDRESS ENTER I.D. NUMBER OR IF NO I.D. NUMBER HAS BEEN ASSIGNED ENTER TREASURER'S NAME AND ADDRESS)	OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED ENTER NAME OF BUSINESS)	AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TO DATE CALENDAR YEAR (JAN 1-DEC 31)	CUMULATIVE TO DATE OTHER (IF APPLICABLE)
12/30	CA Dairy Institute 400 I Street, Sacramento, CA (An intermediary, no single contributor of \$100 or more.)		2,500	15,000	
11/30	John Lucci 800 First Avenue Hanford, CA Through Intermediary CA Dairy Institute 400 I Street Sacramento, CA	Unknown Will Amend	250	250	
12/30	Jane Woods 567 Elm Street Los Angeles, CA	Jane Woods, Inc	2,500	2,500	
12/5	Diamond R Ranch 1923 Fair Road Salinas, CA		150	200	
12/15	Susan Hughes 1923 Fair Road Salinas, CA	Rancher Diamond R Ranch	50	200	
SUBTOTAL \$			5,450		

Monetary Contributions Summary

1 Amount received this period — contributions of \$100 or more (Include all Schedule A subtotals.)	\$ <u>5,450</u>
2 Amount received this period — contributions of less than \$100 (Do not itemize)	\$ <u>1,000</u>
3 Total monetary contributions received this period (Add Lines 1 and 2 Enter here and on the Summary Page, Column A, Line 1)	TOTAL \$ <u>6,450</u>

When a contribution from a recipient committee is itemized, enter the committee's identification number and full name and address. If an identification number has not yet been assigned, the name and address of the committee's treasurer must be listed.

A lender who has forgiven a loan, or a third party that has made a loan payment, must be entered on Schedules A and B. Forgiveness of, or third party payment on, a loan is a contribution.

Contributions from Joint Checking Accounts

A contribution in check form that bears the imprinted name of more than one individual must be attributed to the individual who signs the check unless an accompanying document indicates the amount attributed to each. If both individuals sign the check, the contribution must be attributed equally unless an accompanying document indicates otherwise. In either case, each contributing individual must sign the accompanying document.

Notice to Major Contributors

Committee treasurers are required to notify contributors from whom they have received contributions totaling \$5,000 or more in a calendar year that such contributors must file campaign statements if they make contributions that total \$10,000 or more in a calendar year. It is not necessary to notify contributors which are recipient committees (i.e., contributors which have a committee I.D. number). See page 55 for detailed information.

Detailed instructions appear on Form 420.

Schedule B, Part I: Reporting Loans Received

Committees must report all loans received on Schedule B, including a bank loan used for campaign purposes. Required information about each loan of \$100 or more must be entered on Schedule B, Part I, including the interest rate and due date, if any.

A loan is a contribution unless it is received from a bank or other commercial lending institution in the normal course of business, or circumstances clearly show the loan was not made for political purposes. Committees must report a loan as described above, even if the loan is not for political purposes but is used for political purposes. When a committee receives a loan from a commercial lending institution, the commercial lending institution must be identified on the disclosure statement as the source of the loan

If a person guarantees, co-signs, endorses, or provides security for a loan of \$100 or more to a committee, that person's name, address, occupation, employer, and amount of the guarantor's maximum liability must be provided on Schedule B.

When calculating the total of Schedule B (Line 7), subtract the total amount of loans repaid, forgiven, or repaid by a third party during the period (Line 6) from the total amount of loans received (Line 3). If Line 6 is greater than Line 3, then Line 7 will contain a negative amount. (If Line 7 is a negative amount, be sure to enter it on the Summary Page as a negative figure and subtract where appropriate.)

NOTE: The total of all outstanding loans received is carried forward on Line 2 of the Summary Page from year to year. This total does not include interest owed on such loans.

Detailed instructions appear on Form 420.

**Schedule B — Part I
Loans Received**

Type or print in ink
Amounts may be rounded
to whole dollars

SCHEDULE B - Part I

SEE INSTRUCTIONS ON REVERSE

NAME OF COMMITTEE

CA Dairy Institute Political Action Committee

Statement covers period	
from 10/20/96	
through 12/31/96	
Page 5	of 16

ID NUMBER
924488

DATE RECEIVED	LENDER OR GUARANTOR'S FULL NAME AND ADDRESS (IF COMMITTEE ENTER FULL NAME, ADDRESS AND I.D. NUMBER. IF NO I.D. NUMBER HAS BEEN ASSIGNED, ENTER THE TREASURER'S NAME AND ADDRESS)	LENDER / GUARANTOR'S OCCUPATION AND EMPLOYER (IF SELF EMPLOYED, ENTER BUSINESS NAME)	LENDER INFORMATION			GUARANTOR INFORMATION	
			DUE DATE INTEREST RATE	AMOUNT OF LOAN	CUMULATIVE TO DATE	AMOUNT GUARANTEED	CUMULATIVE TO DATE
11/2	CA Dairy Institute 400 I Street Sacramento, CA <input checked="" type="checkbox"/> Lender <input type="checkbox"/> Guarantor*	(No Single Contributor of \$100)	DUE DATE 0 INTEREST RATE 0 %	5,000	CALENDAR YEAR 5,000 OTHER		CALENDAR YEAR
	<input type="checkbox"/> Lender <input type="checkbox"/> Guarantor*		DUE DATE INTEREST RATE		CALENDAR YEAR OTHER		CALENDAR YEAR
	<input type="checkbox"/> Lender <input type="checkbox"/> Guarantor*		DUE DATE INTEREST RATE		CALENDAR YEAR OTHER		CALENDAR YEAR

*See important instructions on reverse

SUBTOTAL \$ 5,000

\$ (b) Enter (b) on Summary Page Line 18 only

Loans Received — Part I Summary

1 Loans of \$100 or more received this period (Include all Loans Received —Part I (a) subtotals)	\$ 5,000
2 Loans under \$100 received this period (Do not itemize)	\$ 0
3 Total loans received this period (Add Lines 1 and 2)	TOTAL \$ 5,000

Loans Received — Part II Summary

4 Loans of \$100 or more repaid, forgiven, or paid by a third party this period (Include all Part II (c) subtotals. If forgiven or paid by a third party, also itemize the transaction on Schedule A.)	\$ 2,500
5 Loans under \$100 repaid, forgiven, or paid by a third party. (Do not itemize.) If forgiven or paid by a third party, include this amount on Schedule A Summary, Line 2	\$ 0
6 Total loans repaid, forgiven, or paid by a third party this period (Add Lines 4 + 5.)	TOTAL \$ (2,500)
7 Net change this period. (Subtract Line 6 from Line 3.)	NET \$ 2,500

Enter the net here and on the Summary Page, Column A, Line 2

May be a negative number

Schedule C: Reporting Non-Monetary Contributions Received

Non-monetary contributions of \$100 or more must be itemized. Non-monetary contributions include any goods or services for which the committee has not paid the fair market value. Examples are discounts or rebates that are not extended to the general public; donated items for an auction or garage sale; donated office space or furniture; use of an automobile or airplane; or food or refreshments for fundraising events

Employer-paid compensation is considered a non-monetary contribution if the employee spends 10% or more of his/her compensated time during a calendar month working on behalf of the committee.

NOTE: Compensation includes gross wages paid and any benefits in lieu of wages, such as stock options or an annuity purchase. Compensation does not include routine fringe benefits, such as the employer's payments to a health plan or payroll taxes. A volunteer's personal services and travel expenses do not have to be reported if the volunteer pays for his/her own expenses.

Valuation of Goods or Services

The amount of a non-monetary contribution is the fair market value of an item or service donated.

The fair market value is the amount the committee would pay for the item or service on the open market. This cost is not necessarily the same as the amount the contributor would pay to provide the item or service. If a discount is given to the committee, the discount must be reported as a non-monetary contribution from the provider of the goods or services.

Reporting In-Kind Loans

An in-kind loan is the provision of goods or services to a committee with the understanding the recipient will pay fair market value for such goods or services at a later date. Examples of in-kind loans include office space, equipment, or consulting services. In-kind loans are reported on Schedule C when received. Required information includes the name, address, occupation, and employer of the person who made the loan, and the loan amount. Enter the notation "In-Kind Loan" in the "Description of Goods or Services" column. If the in-kind loan is repaid during the reporting period, the payment must be disclosed on Schedule E. If the in-kind loan is not repaid during the reporting period, it must be disclosed as an accrued expense on Schedule F.

Detailed instructions appear on Form 420.

**Schedule C
Non-Monetary Contributions Received**

SEE INSTRUCTIONS ON REVERSE

NAME OF COMMITTEE

CA Dairy Institute Political Action Committee

Type or print in ink.
Amounts may be rounded
to whole dollars

SCHEDULE C

Statement covers period		Page <u>8</u> of <u>16</u>
from <u>10/20/96</u>		
through <u>12/31/96</u>		ID NUMBER <u>924488</u>

DATE RECEIVED	FULL NAME AND ADDRESS OF CONTRIBUTOR (* COMMITTEE IN ADDITION TO COMMITTEE'S NAME AND ADDRESS ENTER I.D. NUMBER OR IF NO I.D. NUMBER HAS BEEN ASSIGNED ENTER TREASURER'S NAME AND ADDRESS)	OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED ENTER NAME OF BUSINESS)	DESCRIPTION OF GOODS OR SERVICES	FAIR MARKET VALUE	CUMULATIVE TO DATE CALENDAR YEAR (JAN 1-DEC 31)	CUMULATIVE TO DATE OTHER (IF APPLICABLE)
10/20 THRU 12/31	CA Dairy Institute 400 I Street Sacramento, CA		Administrative Services	4,000	8,500	
11/1	CA Dairy Institute 400 I Street Sacramento, CA		Postage	500	8,500	
11/1	Sally Field 800 Front Street Fresno, CA	Manager, Dairy Farm of America	Development & Mailing of Letter for Fundraiser	6,000	6,000*	
11/1	National Creamery 300 Colusa Street Colusa, CA		Ice Cream for Fundraiser	200	200	
11/5	Carton Inc. 400 Spruce Street Stockton, CA		Television for Auction	300	300	

Attach additional information on appropriately labeled continuation sheets. **SUBTOTAL \$ 11,000**

Non-Monetary Contributions Summary

1 Amount received this period — non-monetary contributions of \$100 or more (include all Schedule C subtotals.)	\$ <u>11,000</u>
2 Amount received this period — non-monetary contributions of less than \$100 (Do not itemize.)	\$ <u>0</u>
3 Total non-monetary contributions received this period. (Add Lines 1 and 2. Enter here and on the Summary Page, Column A, Line 4.)	TOTAL \$ <u>11,000</u>

***Notice to Major Contributors Required**
See page 66.

Schedule D: Reporting Receipt of an Enforceable Promise

An "enforceable promise to make a payment" to or on behalf of a committee is a reportable contribution. "Enforceable promises" are reported on Schedule D and include:*

- A written promise to pay for specific goods or services, and based on that promise, the committee enters into an enforceable contract with a third party;
- A post-dated check to the committee; or
- A line of credit established at a bank or other commercial lending institution.

A promise to make a contribution pursuant to a telephone solicitation or a "pledge card" is not enforceable and should not be reported.

The name, address, occupation, and employer must be reported for each contributor who makes a promise of \$100 or more.

When a payment is made on an enforceable promise, the contribution must be reported on Schedule A and a reduction in the outstanding amount will be reflected on Schedule D.

To calculate the "net change" on Schedule D (Line 7), subtract the total amount of payments received (Line 6) from the total amount of new enforceable promises during the statement period (Line 3). If Line 6 is greater than Line 3, then Line 7 will be a negative amount. (If Line 7 is a negative amount, be sure to enter it on the Summary Page as a negative figure and subtract where appropriate.)

* An enforceable promise has been made if a person guarantees, co-signs, endorses, or furnishes security for a loan. However, such promises are reported on Schedule B, not Schedule D.

Detailed instructions appear on Form 420.

**Schedule D
Enforceable Promises Received (Other than Loan Guarantees, Loan Endorsements, and Loan Security)**

Type or print in ink
Amounts may be rounded
to whole dollars

SCHEDULE D

NOTE: Loan guarantees, loan endorsements and loan security are "enforceable promises" that must be reported on Schedule B - NOT Schedule D. SEE INSTRUCTIONS ON REVERSE

Statement covers period		Page <u>9</u> of <u>16</u>	
from	<u>10/20/96</u>		
through	<u>12/31/96</u>	ID NUMBER <u>924488</u>	

NAME OF COMMITTEE

CA Dairy Institute Political Action Committee

DATE RECEIVED	FULL NAME AND ADDRESS OF CONTRIBUTOR (IF COMMITTEE IN ADDITION TO COMMITTEE'S NAME AND ADDRESS ENTER I.D. NUMBER OR, IF NO I.D. NUMBER HAS BEEN ASSIGNED ENTER TREASURER'S NAME AND ADDRESS)	OCCUPATION AND EMPLOYER (IF SELF EMPLOYED, ENTER NAME OF BUSINESS)	AMOUNT PROMISED THIS PERIOD	AMOUNT PAID THIS PERIOD (ALSO ENTER ON SCHEDULE A)	CUMULATIVE TO DATE CALENDAR YEAR (JAN 1 - DEC 31)	CUMULATIVE TO DATE OTHER (IF APPLICABLE)
12/30	Jane Woods 567 Elm Street Los Angeles, CA	Jane Woods, Inc.	.0	2,500	0	

Attach additional information on appropriately labeled continuation sheets	SUBTOTALS \$	(a) 0	(b) 2,500
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Enforceable Promises Received Summary

1 Promises received of \$100 or more this period (Column (a))	\$	<u>0</u>
2 Promises received under \$100 this period (Do not itemize)	\$	<u>0</u>
3 Total promises received this period (Add Lines 1 and 2)	TOTAL \$	<u>0</u>
4 Payments received on promises of \$100 or more this period (Column (b))	\$	<u>2,500</u>
5 Payments received on promises under \$100 this period. (Do not itemize. Also include on Schedule A Summary, Line 2)	\$	<u>0</u>
6 Total payments received (Add Lines 4 and 5)	TOTAL \$	<u>2,500</u>
7 Net change this period (Subtract Line 6 from Line 3. Enter the difference here and on the Summary Page, Column A, Line 6.)	NET \$	<u>(2,500)</u> <small>May be a negative number</small>

Form 420 Schedules E, F, and G: Expenditure Codes

Schedules E, F, and G are used to report expenditures and require a brief description of each itemized expenditure. If one of the following codes accurately describes the expenditure, enter the code and, except as indicated below, leave the "Description of Payment" column blank. If none of the codes fully explain the expenditure, leave the code column blank and enter a brief description of the goods or services purchased in the "Description of Payment" column.

Coding Categories

C: Monetary and In-Kind Contributions to Other Candidates and Committees:

Use "C" for expenditures that are contributions to officeholders, candidates, or committees. If an expenditure is an in-kind (non-monetary) contribution, enter "C" in the "Code" column, provide a full description of the goods or services purchased in the "Description of Payment" column, and enter the name of the officeholder, candidate, or committee on whose behalf the payment was made.

I: Independent Expenditures:

An "independent expenditure" is an expenditure for a communication that expressly advocates the election or defeat of a clearly identified officeholder or candidate, or the qualification, passage, or defeat of a clearly identified ballot measure, but is not made to, or at the behest of, the affected officeholder or candidate, or committee formed to support or oppose the measure. Use "I" in the "Code" column and provide a full description in the "Description of Payment" column of the independent expenditures which were made to support or oppose another officeholder, candidate, or a measure. Also enter the name of the officeholder, candidate, or measure supported or opposed by the expenditure.

L: Literature:

Use "L" for expenditures associated with the preparation, production, and distribution of campaign literature and printed solicitations, including expenditures for mailing lists, postage, design, copy and layout, printing, and reproduction.

B: Broadcast Advertising:

Use "B" for expenditures associated with the production and purchase of radio and television advertising.

N: Newspaper and Periodical Advertising:

Use "N" for expenditures associated with the production and purchase of advertising in newspapers, periodicals, and other publications.

O: Outside Advertising:

Use "O" for expenditures associated with the production and purchase of advertising on billboards or other campaign signs, and campaign paraphernalia such as buttons, bumper stickers, potholders, etc.

S: Surveys, Signature Gathering, Door-to-Door Solicitations:

Use "S" for expenditures associated with designing or conducting polls, reports on election trends, voter surveys, etc., including payments to signature gatherers for qualification drives and door-to-door solicitors.

F: Fundraising Events:

Use "F" for expenditures associated with the holding of a fundraising event, including payments to restaurants, hotels or halls, caterers and other food and refreshment vendors, entertainers, and speakers. (Use "L" for expenditures for printed matter associated with fundraising events.)

G: General Operations and Overhead:

Use "G" for general campaign operating expenses and office overhead, including office rent, utilities, purchase or rental of office equipment, furniture, and staff salaries and benefits. (Use "P" for expenditures to professional firms for consulting and campaign management services.)

T: Travel, Accommodations and Meals:

Use "T" for expenditures associated with travel within California. Expenditures associated with travel outside of California must be fully described in the "Description of Payment" column. In addition, when itemizing travel payments or reimbursements (inside or outside California) for a candidate, his or her representative, or a member of the candidate's household, the date, destination, and total expenditure for each trip must be disclosed.

P: Professional Management and Consulting Services:

Use "P" for fees and commissions paid to professional campaign management or consulting firms.

Schedule E: Reporting Payments and Contributions (Other Than Loans) Made

All payments (except loans made and repayments on loans received) must be reported on Schedule E. Payments under \$100 do not need to be itemized. The total of payments under \$100 must be reported as a lump sum on Line 2 of the summary section.

Each payment of \$100 or more (and any payment for a single product or service for which the total expense is \$100 or more) must be itemized, including the name and address of the payee, a letter code or written description of the goods or services purchased, and payment amount. Miscellaneous decreases to cash (such as deductions from the campaign bank account for bank charges) are also reported on Schedule E. Miscellaneous decreases of \$100 or more must be itemized.

An expenditure is "made" on the date the payment is made or the date that the committee receives the goods or services, whichever is earlier.

If a committee receives goods or services but does not pay for them during the reporting period, the outstanding bills must be reported as accrued expenses on Schedule F. If the committee has not received a bill in the normal course of business, and does not have knowledge of the amount owing, the expenditure may be reported on the next campaign statement. However, if the committee:

- Has received an estimate of the cost;
- Has charged the item and, therefore, should have a receipt;
- Knows the amount owing because of set rates, such as in the case of advertising space; or
- If the billing period is longer than 31 days,

the item must be disclosed as an accrued expense on Schedule F.

If an expense is incurred which is a contribution to or an independent expenditure on behalf of an officeholder, candidate, or committee, the Allocation Page must also be completed.

**Schedule E
Payments and Contributions
(Other Than Loans) Made**

Type or print in ink.
Amounts may be rounded
to whole dollars.

SCHEDULE E

SEE INSTRUCTIONS ON REVERSE

NAME OF COMMITTEE

CA Dairy Institute Political Action Committee

Statement covers period		Page <u>10</u> of <u>16</u>	
from	<u>10/20/96</u>		
through	<u>12/31/96</u>	ID NUMBER	<u>924488</u>

CODES FOR CLASSIFYING EXPENDITURES

If one of the following codes accurately describes the expenditure, you may enter the code and leave the "Description of Payment" column blank. Refer to the back of Schedule E-Continuation Sheet for detailed explanations of each category.

- | | | |
|---|--|--|
| "C" -- MONETARY AND IN-KIND (NON-MONETARY) CONTRIBUTIONS TO OTHER CANDIDATES AND COMMITTEES | "B" -- BROADCAST ADVERTISING | "G" -- GENERAL OPERATIONS AND OVER-HEAD |
| "I" -- INDEPENDENT EXPENDITURES | "N" -- NEWSPAPER AND PERIODICAL ADVERTISING | "T" -- TRAVEL ACCOMMODATIONS AND MEALS (MUST BE DESCRIBED) |
| "L" -- LITERATURE | "O" -- OUTSIDE ADVERTISING | "P" -- PROFESSIONAL MANAGEMENT AND CONSULTING SERVICES |
| | "S" -- SURVEYS SIGNATURE GATHERING, DOOR-TO-DOOR SOLICITATIONS | |
| | "F" -- FUNDRAISING EVENTS | |

NAME AND ADDRESS OF PAYEE CREDITOR, OR RECIPIENT OF CONTRIBUTION (IF COMMITTEE IN ADDITION TO COMMITTEE'S NAME AND ADDRESS, ENTER ID NUMBER OR IF NO ID NUMBER HAS BEEN ASSIGNED, ENTER TREASURER'S NAME AND ADDRESS)	IMPORTANT. DO NOT ITEMIZE THE PAYMENT OF ACCRUED EXPENSES ON SCHEDULE E. REPORT ONLY THE LUMP SUM OF SUCH PAYMENTS ON LINE 4 OF THE SUMMARY SECTION BELOW		
	CODE	OR DESCRIPTION OF PAYMENT	AMOUNT PAID
Californians For Prop 200 80 Northside Plaza Sacramento, CA ID #945555	C		800
J & K Printing 400 L Street Sacramento, CA 95826	I	Robert Johnson For Senate 9009 Blackeye Street Sacramento, CA ID #948889 (Mailer)	900
E-Z Travel Company 555 Cruise Way Sacramento, CA	C	Travel on 11/15/96 to Los Angeles Total Cost of Trip: \$800. Assembly Candidate, Jane Smith	800

Important: Contributions and expenditures made out of campaign funds to or on behalf of officeholders, candidates, committees, or ballot measures must also be entered on the Allocation Page

SUBTOTAL \$ 2,500

Payments and Contributions Made Summary

1 Payments made this period of \$100 or more (Include all Schedule E subtotals.)	\$ 2,500
2 Payments made this period of under \$100 (Do not itemize)	\$ 0
3 Total interest paid this period on outstanding loans (Enter amount from Schedule B, Part II, Column (d))	\$ 0
4 Total accrued expenses paid this period (Do not itemize. Enter amount from Schedule F, Line 4.)	\$ 0
5 Total payments made this period (Add Lines 1, 2, 3, and 4. Enter here and on the Summary Page, Column A, Line 8.)	TOTAL \$ 2,500

Example:

The CA Dairy Institute Political Action Committee is completing its semi-annual statement, Form 420, for the period ending June 30. During May and June, the committee:

(a) Paid a deposit on a room for a fundraiser being held on July 15;

(b) Ordered and received the fundraiser invitations from the printer for which the committee was billed but had not made a payment by June 30; and

(c) Ordered balloons for the fundraiser for which the committee was billed at the end of July.

On its semi-annual statement, the committee will disclose the payment for the room deposit on Schedule E. Because the committee received the invitations from the printer but had not paid the bill by June 30, the committee must disclose the outstanding bill for the invitations on Schedule F. The cost of the balloons will not be reported until the committee's next reporting period because the committee did not pay for or receive the balloons during the period covered by the semi-annual statement.

.....

Payment of Accrued Expenses

Accrued expenses itemized on Schedule F of a previous campaign statement should not be itemized on Schedule E upon payment. Enter the total accrued expenses paid during the statement period on Schedule E, Line 4 of the summary section. This amount is also listed on the summary section of Schedule F.

Interest Paid on Loans Received

If the committee pays interest on an outstanding campaign loan during the statement period, the amount must be entered on Schedule B, Part II, Column (d). This amount is not included in Schedule B's summary section but is reported on Line 3 of the summary section of Schedule E.

Payments for Travel Expenses

When itemizing payments or reimbursements for travel expenses or accommodations of a candidate, his or her representative, or a member of the candidate's household, the date, destination, and total expenditure for each trip must be disclosed.

Payments Made by Agents (Including Volunteers or Paid Campaign Workers) or Independent Contractors

When an agent or independent contractor (such as a volunteer campaign worker, campaign consulting firm, or advertising agency) makes expenditures

of \$100 or more on behalf of the committee, the expenditures must be reported in the same detail as if made directly by the committee. FPPC Regulation Section 18431 specifies the types of expenditures that must be itemized by the committee when made by an agent or independent contractor.

Examples would include the purchase of print or media advertising, printing, and postage. Payments made by an agent or independent contractor for his/her own overhead and operating expenses are not required to be reported by the committee.

The amount paid to the agent or independent contractor must be disclosed on Schedule E.

Amounts owed to the agent or independent contractor must be disclosed on Schedule F.

Reportable payments of \$100 or more made by the agent or independent contractor may be reported on Schedule E or Schedule G. Information required to be disclosed includes:

- The name and address of each vendor who was paid \$100 or more;
- The amount paid to each vendor during the period; and
- A letter code or written description of the goods or services each vendor provided.

To comply with this reporting requirement, the agent or independent contractor must provide the committee with the required payment information no later than three working days prior to the date the campaign statement must be filed (or within 24 hours for an expenditure that is a late contribution or a late independent expenditure).

Payment of Credit Card Charges

Payments for goods or services charged on a credit card must be disclosed. In addition to reporting the payment to the credit card company, the name, address, amount paid, and a description of the goods or services must be disclosed for each vendor who received \$100 or more.

Detailed instructions appear on Form 420.

Schedule F: Reporting Accrued Expenses (Unpaid Bills) and Payments of Accrued Expenses

Expenses incurred *but not paid* during the reporting period must be reported on Schedule F in the same manner payments are disclosed on Schedule E. The name and address of the payee or creditor, a letter code or written description of the goods or services purchased, and the amount must be entered for each creditor owed \$100 or more.

If an expense is incurred which is a contribution to or an independent expenditure on behalf of an officeholder, candidate, or committee, the Allocation Page must also be completed.

An accrued expense itemized on Schedule F should not be itemized again, even though it may still be outstanding during a subsequent campaign statement period. All outstanding accrued expense totals must be entered on Line 11, Column B, of the Summary Page on subsequent campaign statements, including the first statement filed for the next calendar year.

When a bill previously itemized on Schedule F of a prior campaign statement is paid, do not re-itemize information on the creditor on Schedule E or F. Enter the total amount paid on the summary section of Schedule E, Line 4.

To calculate the total for Schedule F (Line 5), subtract the total amount of accrued expenses paid during the statement period (Line 4) from the total amount of new accrued expenses incurred (Line 3). If Line 4 is greater than Line 3, then Line 5 will be a negative amount. (If Line 5 is a negative amount, be sure to enter it on the Summary Page as a negative figure and subtract where appropriate.)

Forgiveness of Accrued Expense by the Creditor

If a creditor forgives or reduces an outstanding debt, report the transaction on Schedule F as follows:

- Enter the creditor's name and address;
- Indicate that the debt was forgiven or reduced and enter "See Schedule C" in the "Description of Outstanding Payment" column; and

**Schedule F
Accrued Expenses (Unpaid Bills)**

Type or print in ink.
Amounts may be rounded
to whole dollars

SCHEDULE F

SEE INSTRUCTIONS ON REVERSE

NAME OF COMMITTEE

CA Dairy Institute Political Action Committee

Statement covers period		Page <u>11</u> of <u>16</u>
from <u>10/20/96</u>	through <u>12/31/96</u>	
ID NUMBER		<u>924488</u>

CODES FOR CLASSIFYING EXPENDITURES

If one of the following codes accurately describes the expenditure, you may enter the code and leave the "Description of Payment" column blank. Refer to the back of Schedule E-Continuation Sheet for detailed explanations of each category

- | | | |
|---|---|---|
| "C" -- MONETARY AND IN-KIND (NON-MONETARY) CONTRIBUTIONS TO OTHER CANDIDATES AND COMMITTEES | "B" -- BROADCAST ADVERTISING | "G" -- GENERAL OPERATIONS AND OVERHEAD |
| "I" -- INDEPENDENT EXPENDITURES | "N" -- NEWSPAPER AND PERIODICAL ADVERTISING | "T" -- TRAVEL, ACCOMMODATIONS AND MEALS (MUST BE DESCRIBED) |
| "L" -- LITERATURE | "O" -- OUTSIDE ADVERTISING | "P" -- PROFESSIONAL MANAGEMENT AND CONSULTING SERVICES |
| | "S" -- SURVEYS, SIGNATURE GATHERING, DOOR-TO-DOOR SOLICITATIONS | |
| | "F" -- FUNDRAISING EVENTS | |

NAME AND ADDRESS OF PAYEE, CREDITOR, OR RECIPIENT OF CONTRIBUTION (IF COMMITTEE IN ADDITION TO COMMITTEE'S NAME AND ADDRESS, ENTER ID NUMBER OR IF NO ID NUMBER HAS BEEN ASSIGNED, ENTER TREASURER'S NAME AND ADDRESS)	IMPORTANT: DO NOT ITEMIZE THE PAYMENT OF ACCRUED EXPENSES ON SCHEDULES E OR F. REPORT ONLY THE LUMP SUM OF PAYMENTS ON SCHEDULE F, LINE 4 AND ON SCHEDULE E, LINE 4. DO NOT RE-ITEMIZE ACCRUED EXPENSES REPORTED IN A PREVIOUS PERIOD.			
	CODE	OR	DESCRIPTION OF OUTSTANDING PAYMENT	AMOUNT ACCRUED
Walsh Consulting Services 300 J Street Sacramento, CA	F			125

Attach additional information on appropriately labeled continuation sheets SUBTOTAL \$ 125

Accrued Expenses Summary		
1	Accrued expenses this period of \$100 or more (include all Schedule F subtotals)	\$ 125
2	Accrued expenses this period of under \$100 (Do not itemize)	\$ 0
3	Total accrued expenses incurred this period. (Add Lines 1 and 2.)	INCURRED TOTAL \$ 125
4	Total accrued expenses paid this period (Do not itemize. Enter here and on Schedule E Summary, Line 4)	PAID TOTAL \$ (0)
5	Net change this period (Subtract Line 4 from Line 3. Enter the difference here and on the Summary Page, Column A, Line 11.)	NET \$ 125

May be a negative number

-
- Show the amount forgiven or the amount of reduction as a negative figure in the "Amount Accrued" column. This amount will be deducted from total accrued expenses. Do not enter this amount on Schedule E.

In-Kind Loans

An in-kind loan is the provision of goods or services to the committee with the understanding that the recipient will pay fair market value for such goods or services at a later date. Examples of in-kind loans include office space, equipment, or consulting services. In-kind loans must be reported on Schedule C and, if the loan is not repaid during the reporting period in which it is received, also on Schedule F.

On Schedule C, enter the name, address, occupation, and employer of the person who made the loan, and the loan amount. Also note "In-Kind Loan" in the "Description of Goods or Services" column. If the in-kind loan is not repaid during the reporting period, enter the following information on Schedule F:

- The contributor's name and address in the "Name and Address of Payee" column;
- The goods or services received and the notation, In-Kind Loan, in the "Description of Outstanding Payment" column;
- The interest rate, if any, and due date;
- The amount owed the contributor under "Amount Accrued"; and
- The name and address of any vendor who received a payment of \$100 or more from the contributor.

If the loan is repaid during the reporting period in which it is received, the repayment will be reported on Schedule E, and nothing is reported on Schedule F.

Detailed instructions appear on Form 420.

Schedule H, Part I: Reporting Loans Made to Others

All loans made must be reported on Schedule H, Part I, and must include the date of the loan, the full name and address of the loan recipient, due date, the amount, and the interest rate, if any, of each loan of \$100 or more. A loan which is a contribution to an officeholder, candidate or committee must also be reported on the Allocation Page.

When calculating the total for Schedule H (Line 7), subtract the total amount of loan repayments received during the statement period

(Line 6) from the total amount of new loans made (Line 3). If Line 6 is greater than Line 3, Line 7 will be a negative amount. (If Line 7 is a negative amount, be sure to enter it on the Summary Page as a negative figure and subtract where appropriate.)

NOTE: Certain conditions must be met before a committee may make loans. See page 72.

Detailed instructions appear on Form 420.

**Schedule H — Part I
Loans Made to Others**

Type or print in ink.
Amounts may be rounded
to whole dollars.

SCHEDULE H - Part I

SEE INSTRUCTIONS ON REVERSE

NAME OF COMMITTEE CA Dairy Institute Political Action Committee				I.D. NUMBER 924488
DATE OF LOAN	FULL NAME AND ADDRESS OF RECIPIENT (IF COMMITTEE, IN ADDITION TO COMMITTEE'S NAME AND ADDRESS, ENTER I.D. NUMBER OR, IF NO I.D. NUMBER HAS BEEN ASSIGNED, ENTER TREASURER'S NAME AND ADDRESS)	INTEREST RATE	DUE DATE	AMOUNT
10/25	Citizens Voter Participation Fund 777 Albatross Drive Springfield, CA I.D. #893654	None	6/1/97	3,000
SUBTOTAL \$				3,000

Loans Made to Others — Part I Summary

1. Loans of \$100 or more made this period. (Include all Loans Made — Part I subtotals.)	\$ 3,000
2. Loans under \$100 made this period. (Do not itemize.)	\$ 0
3. Total loans made this period. (Add Lines 1 and 2.)	TOTAL \$ 3,000

Loans Repayments Received — Part II Summary

4. Payments received on loans of \$100 or more. (Include all loan payments received and all loans of \$100 or more which have been forgiven by this committee — Part II (a) subtotals. If forgiven, also itemize on Schedule E.)	\$ 1,500
5. Payments received on loans under \$100. (Including a forgiveness. Do not itemize.)	\$ 0
6. Total loan payments received this period. (Add Lines 4 and 5.)	TOTAL \$ (1,500)
7. Net change this period. (Subtract Line 6 from Line 3. Enter the net here and on the Summary Page, Column A, Line 9.)	NET \$ 1,500

May be a negative number

Schedule H, Part III: Annual Report of Outstanding Loans Made

Once each calendar year, committees must summarize loans made on the semi-annual campaign statement filed for the period ending December 31. If the committee terminates prior to December 31, the annual report should be included with the last campaign statement filed

All loans made, of which any part of the loan was outstanding between January 1 and December 31, must be disclosed in the annual report of outstanding loans.

Detailed Instructions appear on Form 420.

**Schedule H — Part III
Annual Report of Outstanding Loans Made**

Type or print in ink.
Amounts may be rounded
to whole dollars.

SCHEDULE H - Part III

SEE INSTRUCTIONS ON REVERSE				Statement covers period from <u>10/20/96</u> through <u>12/31/96</u>	Page <u>15</u> of <u>16</u>
NAME OF COMMITTEE CA Dairy Institute Political Action Committee				ID NUMBER 924488	
FULL NAME OF RECIPIENT OF LOAN	ORIGINAL DATE OF LOAN	AMOUNT OF ORIGINAL LOAN	UNPAID PRINCIPAL	UNPAID INTEREST	
Citizens Voter Participation Fund	10/25/96	3,000	1,500	0	
Attach additional information on appropriately labeled continuation sheets.			TOTAL	\$	1,500

NOTE This total should be the same amount as entered on the Summary Page, Column C, Line 9

Schedule I: Reporting Miscellaneous Increases to Cash

Any transaction that increases the committee's cash but which is not a monetary contribution or a loan must be reported on Schedule I.

Miscellaneous increases to cash include: interest received on or credited to checking or savings accounts or other time deposits; proceeds, up to fair market value, from the sale of donated items sold at auctions or garage sales; refunds received on deposits, such as telephone deposits; refunds received from over-payment of bills; and interest received on loans made to others.

The total miscellaneous increases to cash is entered on Line 4 of Schedule I and on the Summary Page (Line 15), and the actual cash on hand reflects such adjustments.

NOTE: All transactions that decrease the cash position are reported on Schedule E. For example, bank charges deducted from the committee's account are reported on Schedule E.

Detailed instructions appear on Form 420.

**Schedule I
Miscellaneous Increases to Cash**

Type or print in ink.
Amounts may be rounded
to whole dollars.

SCHEDULE I

SEE INSTRUCTIONS ON REVERSE

Statement covers period	
from	10/20/96
through	12/31/96

Page 16 of 16

NAME OF COMMITTEE CA Dairy Institute Political Action Committee	ID NUMBER 924488
--	---------------------

DATE RECEIVED	FULL NAME AND ADDRESS OF SOURCE (IF COMMITTEE IN ADDITION TO COMMITTEE'S NAME AND ADDRESS ENTER I.D. NUMBER OR IF NO I.D. NUMBER HAS BEEN ASSIGNED, ENTER TREASURER'S NAME AND ADDRESS)	DESCRIPTION OF RECEIPT	AMOUNT OF INCREASE TO CASH
10/31	Bank of Sacramento 400 K Street Sacramento, CA	Interest Received on Committee Bank Account	107
11/30	Hughes 1996 Reelection Committee 1234 A Street Small Town, CA I.D. #963123	Purchased Membership Roster	700

Attach additional information on appropriately labeled continuation sheets

SUBTOTAL \$ 807

Miscellaneous Increases to Cash Summary

1	Increases to cash of \$100 or more this period	\$ 807
2	Increases to cash under \$100 this period (Do not itemize)	\$ 232
3	Total of all interest received this period on loans made to others (Schedule H, Part II (b))	\$ 0
4	Total miscellaneous increases to cash this period (Add Lines 1, 2, and 3. Enter here and on the Summary Page, Line 15)	TOTAL \$ 1,039

Amendment to Campaign Disclosure Statement, Form 405

Form 405 is used to amend campaign disclosure statements. A separate Form 405 should be used for each campaign statement amended. Form 405 may not be used to amend a Statement of Organization, Form 410 - use an additional Form 410.

A revised Summary Page should accompany any amendment that changes the cash position (receipts, expenditures, cash on hand, etc.) for each statement period affected. If further clarification is needed, include the appropriate revised schedule(s) to show changed information and totals.

Form 405 must be signed and verified by the treasurer, and if applicable, the entity's or organization's responsible officer.

There is no deadline for filing a Form 405. However, all amendments should be filed as soon as practical.

Detailed instructions appear on Form 405.

Amendment to Campaign Disclosure Statement

Type or print in ink

AMENDMENT

This form must be used to amend statements filed pursuant to Government Code Sections 84200-84216.5 and must be filed with all filing officers who received the statement being amended. NOTE: Do not use this form to amend a Statement of Organization, Form 410, Candidate Intention Form 501, or a Campaign Bank Account, Form 502. Use the actual Form 410, 501 or 502, respectively to make amendments.

The information required in Part I must correspond to the information provided on the campaign statement being amended.

Date Stamp	For Official Use Only
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I Name of Filer (See important information on reverse)

NAME OF FILER CA Dairy Institute PAC		I.D. NUMBER (IF APPLICABLE) 924488
MAILING ADDRESS OF FILER (NO AND STREET) 2815 R Street		
CITY Sacramento	STATE CA	ZIP CODE 95814
AREA CODE/DAYTIME PHONE NUMBER 916/322-3222		
NAME OF TREASURER IF RECIPIENT COMMITTEE Jane Nelson		
PERMANENT ADDRESS OF TREASURER (IF APPLICABLE) (NO AND STREET) 33 Wilson Drive		
CITY Woodland	STATE CA	ZIP CODE 95822
AREA CODE/DAYTIME PHONE NUMBER 916/444-1111		

II Amendment Information

A The following information amends campaign disclosure statement, Form No 420
 executed on 10/21/96 for the period 7/1/96 through 10/19/96
(MO DAY YR) (MO DAY YR) (MO DAY YR)

B The amended information affects items on the
 Cover Page Allocation Page Summary Page
 Schedule(s) A Part(s)

C Describe the changes below. Include in detail all information you wish to become a part of your official campaign statement. Please attach a cover page, summary page and/or appropriate schedule(s) to this Form 405 if necessary for clarification. Include additional information on appropriately labeled continuation sheets. (Number of sheets attached)

Report Occupation/Employer Information for the Following Contributor:
Felix Alexander, Owner, Blue Ox Inn

III Verification (See important information on reverse)

I have used all reasonable diligence in preparing this statement. I have reviewed the statement and to the best of my knowledge the information contained herein and in the attached schedules is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on 11/5/96 At Woodland, CA By _____ (Signature Required)
DATE CITY AND STATE SIGNATURE OF TREASURER OR FILER

Officeholder, candidate, state measure proponent, or sponsored committee responsible officer verification: I have used all reasonable diligence and to the best of my knowledge the treasurer has used all reasonable diligence in preparing this statement. I have reviewed the statement and to the best of my knowledge the information contained herein is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on 11/8/96 At Sacramento, CA By _____ (Signature Required)
DATE CITY AND STATE SIGNATURE OF OFFICEHOLDER, CANDIDATE, PROPONENT OR RESPONSIBLE OFFICER

Executed on _____ At _____ By _____
DATE CITY AND STATE SIGNATURE OF OFFICEHOLDER, CANDIDATE OR PROPONENT

Executed on _____ At _____ By _____
DATE CITY AND STATE SIGNATURE OF OFFICEHOLDER, CANDIDATE OR PROPONENT

FOR INFORMATION REQUIRED TO BE PROVIDED TO YOU PURSUANT TO THE INFORMATION PRACTICES ACT OF 1977 SEE INFORMATION MANUAL ON CAMPAIGN DISCLOSURE PROVISIONS OF THE POLITICAL REFORM ACT

State of California Fair Political Practices Commission

Recipient Committee Statement of Termination, Form 415

Form 415 is used by all general purpose recipient committees that are eligible to terminate their filing obligations.

Committees do not automatically terminate; they may only terminate if all of the following criteria are met:

- They have ceased to receive contributions and make expenditures;
- They do not anticipate receiving contributions, repayments of outstanding loans made to others, or any other receipts in the future, and they do not anticipate making expenditures in the future;

- They have eliminated or are declaring that they have no intention or ability to discharge all their debts, loans received, and other obligations;
- They have no campaign funds; and
- They have filed all required campaign statements disclosing all reportable transactions, including disposition of funds.

The Form 415 must be verified and signed by the committee treasurer. This form has no deadline for filing. However, until the Form 415 is filed, a committee must continue filing campaign statements. When terminating a committee, attach a Form 420 or 450 termination statement to the Form 415 filed with the filing officer who receives the committee's original campaign statements.

Detailed instructions appear on Form 415.

Recipient Committee Statement of Termination

This form must be completed by recipient committees that are eligible to terminate pursuant to Government Code Section 84214

Type or print in ink

WHERE TO FILE:

File original and one copy of this form with Secretary of State Political Reform Division P O Box 1467 Sacramento, CA 95812-1467

And, if applicable, file one copy of this form with The city or county officer, if any who receives the committee's campaign disclosure statements

RECIPIENT COMMITTEE STATEMENT OF TERMINATION

Date Stamp	For Official Use Only
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I Recipient Committee Information

NAME OF COMMITTEE		LD NUMBER	
CA Grapefruit Growers PAC		783129	
ADDRESS OF COMMITTEE		NO AND STREET	
2200 Citrus Lane			
CITY	STATE	ZIP CODE	
Grove	CA	91599	
AREA CODE/DAYTIME PHONE NUMBER			
(917) 333-1256			

II Treasurer Information

NAME OF TREASURER		
I M Tart		
MAILING ADDRESS OF TREASURER		
2200 Citrus Lane		
CITY	STATE	ZIP CODE
Grove	CA	91599
AREA CODE/DAYTIME PHONE NUMBER		
(917) 333-1256		

III Effective Date of Termination

DATE FILING OBLIGATIONS WERE COMPLETED
7/31/95

IV Verification

- A This committee has ceased to receive contributions and make expenditures,
- B This committee does not anticipate receiving contributions or making expenditures in the future,
- C This committee has eliminated or declares that it has no intention or ability to discharge all debts, loans received, and other obligations,
- D This committee has no surplus funds; and
- E This committee has filed all campaign statements required by the Political Reform Act disclosing all reportable transactions

I have used all reasonable diligence in preparing this statement. I have reviewed the statement and to the best of my knowledge the information contained herein is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on <u>7/31/95</u> DATE	At <u>Grove, CA</u> CITY AND STATE	By _____ SIGNATURE OF TREASURER
Executed on _____ DATE	At _____ CITY AND STATE	By _____ SIGNATURE OF CONTROLLING OFFICEHOLDER, CANDIDATE, OR STATE MEASURE PROPONENT
Executed on _____ DATE	At _____ CITY AND STATE	By _____ SIGNATURE OF CONTROLLING OFFICEHOLDER, CANDIDATE, OR STATE MEASURE PROPONENT
Executed on _____ DATE	At _____ CITY AND STATE	By _____ SIGNATURE OF CONTROLLING OFFICEHOLDER, CANDIDATE, OR STATE MEASURE PROPONENT

FOR INFORMATION REQUIRED TO BE PROVIDED TO YOU PURSUANT TO THE INFORMATION PRACTICES ACT OF 1977 SEE INFORMATION MANUAL ON CAMPAIGN DISCLOSURE PROVISIONS OF THE POLITICAL REFORM ACT

State of California Fair Political Practices Commission

Additional Special Reports

Supplemental Independent Expenditure Report, Form 465

Form 465 is used to provide supplemental disclosure information in the jurisdiction of an election in which the filer has made "independent expenditures" totaling \$500 or more to support or oppose a single candidate, a single measure, or the qualification of a single measure. (See page 5 for a definition of "independent expenditure.") The Form 465 must be filed in addition to any other campaign statement required.

Form 465 covers the period that begins on the day after the closing date of the most recent Form 465 filed relating to the candidate or measure supported or opposed (or January 1, if no previous Form 465 has been filed in connection with that candidate or measure). The period ends on the closing date of the campaign statement filed in connection with that election.

A separate Form 465 must be filed for each candidate or measure the independent expenditure supported or opposed. Form 465 must be filed at the same times the candidate supported or opposed by the independent expenditure, or a committee primarily formed to support or oppose the candidate or measure, is regularly required to file campaign statements.

Example:

On October 30, 1996, the California Education Council Political Action Committee made a \$4,000 payment for a radio ad opposing a state ballot measure. The payment was not made at the behest of any other committee. The committee must file a Supplemental Independent Expenditure Report, Form 465, no later than January 31, 1997. Form 465 must be filed in the same places as a committee primarily formed to support or oppose the measure is required to file its campaign statements. In addition, see page 42 for instructions on reporting late independent expenditures.

|||||

Supplemental Independent Expenditure Report

(Government Code Section 84203.5)
SEE INSTRUCTIONS ON REVERSE

Type or print in ink
Amounts may be rounded
to whole dollars

SUPPLEMENTAL INDEPENDENT EXPENDITURE

Report covers period from <u>10/20/96</u> through <u>12/31/96</u> Date of election if applicable (Month, Day, Year) <u>11/5/96</u>	Date Stamp	Page <u>1</u> of <u>2</u> For Official Use Only
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For use by an officeholder, candidate, or committee making independent expenditures totaling \$500 or more in a calendar year to support or oppose a single candidate or a single measure. This form must be filed at the same times and places as the campaign statements filed by the candidate supported or opposed or by a committee primarily formed to support or oppose the measure. A separate form must be filed for each candidate or measure being supported or opposed. This form is filed in addition to any other required campaign statements.

I Filer Information

NAME OF FILER
CA Education Council PAC

ID NUMBER (IF RECIPIENT COMMITTEE)
798234

ADDRESS OF COMMITTEE (NO AND STREET)
48 South 21st Street

CITY STATE ZIP CODE
Sacramento CA 95814

AREA CODE/PHONE NUMBER
444/686-7777

NAME OF TREASURER (IF RECIPIENT COMMITTEE)
Ed Naylor

PERMANENT ADDRESS OF TREASURER (NO AND STREET)
101 Hammer Lane

CITY STATE ZIP CODE
Folsom CA 95833

AREA CODE/DAYTIME PHONE NUMBER
444/686-8888

II Type of Committee (check box)

Is this a controlled committee? Yes No

Is this a sponsored committee? Yes No

III Name of Candidate or Measure Supported or Opposed

NAME OF CANDIDATE	OFFICE SOUGHT OR HELD	CHECK ONE SUPPORT OPPOSE
NAME OF BALLOT MEASURE <u>Citizens for School Funding</u>	BALLOT NO /LETTER <u>198</u> JURISDICTION <u>CA</u>	SUPPORT OPPOSE <u>X</u>

IV Independent Expenditures Made Attach additional information on appropriately labeled continuation sheets

DATE	NAME AND ADDRESS OF PAYEE	DESCRIPTION OF EXPENDITURE	AMOUNT	CUMULATIVE TO DATE CALENDAR YEAR (JAN 1 - DEC 31)
10/30	KQED Radio Station 600 Mimeo Street Inkdale, CA	Radio Ad	4,000	6,500

FOR INFORMATION REQUIRED TO BE PROVIDED TO YOU PURSUANT TO THE INFORMATION PRACTICES ACT OF 1977 SEE INFORMATION MANUAL ON CAMPAIGN DISCLOSURE PROVISIONS OF THE POLITICAL REFORM ACT

State of California Fair Political Practices Commission

Supplemental Independent Expenditure Report

Type or print in ink
Amounts may be rounded
to whole dollars

SUPPLEMENTAL INDEPENDENT EXPENDITURE

Report covers period from <u>10/20/96</u> through <u>12/31/96</u>	Page <u>2</u> of <u>2</u>
ID NUMBER (If Recipient Com) <u>798234</u>	

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER

CA Education Council PAC

V Filing Officers Enter the official title and address of each filing officer with whom most recent campaign statements have been filed

1) OFFICIAL TITLE OF FILING OFFICER
Secretary of State
ADDRESS (NO AND STREET)
P.O. Box 1467
CITY STATE ZIP CODE
Sacramento CA 95812-1467

3) OFFICIAL TITLE OF FILING OFFICER
Registrar of Voters - San Francisco
ADDRESS (NO AND STREET)
633 Folsom Street, Ste. 109
CITY STATE ZIP CODE
San Francisco CA 94107

2) OFFICIAL TITLE OF FILING OFFICER
Registrar-Recorder of Los Angeles County
ADDRESS (NO AND STREET)
12400 Imperial Highway
CITY STATE ZIP CODE
Norwalk CA 90650-3134

4) OFFICIAL TITLE OF FILING OFFICER
Registrar of Voters
ADDRESS (NO AND STREET)
3700 Branch Center Road
CITY STATE ZIP CODE
Sacramento CA 95827

VI Summary

1 Total independent expenditures made of \$100 or more this period (Part IV)	\$ <u>4,000</u>
2 Total independent expenditures under \$100 made this period (Not itemized)	\$ <u>0</u>
3 Total independent expenditures (Add Lines 1 + 2)	TOTAL \$ <u>4,000</u>

VII Verification

I have used all reasonable diligence in preparing this statement. I have reviewed the statement and to the best of my knowledge the information contained herein is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on 1/5/97 At Sacramento, CA By (Signature Required)
DATE CITY AND STATE SIGNATURE OF COMMITTEE TREASURER, INDIVIDUAL OR RESPONSIBLE OFFICER

An officeholder, candidate, or state measure proponent who controls a committee must also verify the campaign statement. I have used all reasonable diligence and to the best of my knowledge the treasurer has used all reasonable diligence in preparing this statement. I have reviewed the statement and to the best of my knowledge the information contained herein is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____ At _____ By _____
DATE CITY AND STATE SIGNATURE OF OFFICEHOLDER, CANDIDATE OR PROPONENT

Executed on _____ At _____ By _____
DATE CITY AND STATE SIGNATURE OF OFFICEHOLDER, CANDIDATE, OR PROPONENT

Executed on _____ At _____ By _____
DATE CITY AND STATE SIGNATURE OF OFFICEHOLDER, CANDIDATE, OR PROPONENT

Supplemental Pre-Election Campaign Statement, Form 495

A committee that makes a contribution or any number of contributions totaling \$5,000 or more in connection with any state or local election must file Form 495 as an attachment to Form 450 or 420.

All contributions made in connection with the election must be counted and aggregated. Contributions are made in connection with an election if they are made:

- To committees primarily formed to support or oppose candidates or measures to be voted on in one jurisdiction on one day; and to other general purpose committees active wholly within that jurisdiction; and
- The contributions are made during the period beginning six months prior to the election and ending 17 days before the election

Form 450 or 420 and the Form 495 must be filed no later than 12 days before the election for which

the contributions were made. This is the same as the deadline for second pre-election statements that candidates and committees in the election must file.

Form 495 indicates the date and locale of the election, and total contributions made in connection with that election. Attach a Form 420 or a Form 450 to the Form 495 disclosing the committee's activity beginning the day after the closing date of the last campaign statement filed through 17 days before the election. Forms 495 and 420 or 450 may be filed by regular mail.

Form 495 is not required during any semi-annual period when the committee is required to file regular pre-election statements or if all of the contributions have already been disclosed on the following statements:

- Special Odd-Year Campaign Report; or
- Semi-annual Statement.

Form 495 is filed with the committee's regular filing officers.

Supplemental Pre-election Campaign Statement

(Government Code Section 84202.5)

Type or print in ink.

SUPPLEMENTAL PRE-ELECTION

Check one of the following boxes to indicate which form is attached to this Form 495:

- Form 419 Ballot Measure Committee Campaign Statement
 Form 420 Recipient Committee Campaign Statement - Long Form
 Form 450, Recipient Committee Campaign Statement - Short Form
 Form 490 Officeholder and Candidate Campaign Statement - Long Form

Date Stamp	For Official Use Only

I Filer Information

NAME OF FILER		ID NUMBER
CA Federation of Bicycle Manufacturers		912345
RESIDENTIAL OR BUSINESS ADDRESS (NO AND STREET)		
123 Kickstand Drive		
CITY	STATE	ZIP CODE
Davis	CA	92456
AREA CODE/DAYTIME PHONE NUMBER		
916/444-5555		

NAME OF TREASURER		
Spencer Brown		
BUSINESS ADDRESS OF TREASURER (NO AND STREET)		
123 Kickstand Drive		
CITY	STATE	ZIP CODE
Davis	CA	92456
AREA CODE/DAYTIME PHONE NUMBER		
916/444-5555		

II Contributions Made

DATE OF ELECTION (MONTH DAY YEAR)	JURISDICTION OF THE ELECTION
March 7, 1995	Yolo County
s <u>7,500</u> has been contributed in connection with this election during the period beginning six months prior to the election and ending 17 days before the election	

III Verification

I have used all reasonable diligence in preparing this statement. I have reviewed the statement and to the best of my knowledge the information contained herein is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on 2/22/95 At Davis, CA By _____ (Signature Required)
DATE CITY AND STATE SIGNATURE OF TREASURER

An officeholder, candidate, or state measure proponent who controls a committee must also verify the campaign statement. I have used all reasonable diligence and to the best of my knowledge the treasurer has used all reasonable diligence in preparing this statement. I have reviewed the statement and to the best of my knowledge the information contained herein is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____ At _____ By _____
DATE CITY AND STATE SIGNATURE OF OFFICEHOLDER, CANDIDATE OR PROPONENT

Executed on _____ At _____ By _____
DATE CITY AND STATE SIGNATURE OF OFFICEHOLDER, CANDIDATE OR PROPONENT

Executed on _____ At _____ By _____
DATE CITY AND STATE SIGNATURE OF OFFICEHOLDER, CANDIDATE OR PROPONENT

FOR INFORMATION REQUIRED TO BE PROVIDED TO YOU PURSUANT TO THE INFORMATION PRACTICES ACT OF 1977 SEE INFORMATION MANUAL ON CAMPAIGN DISCLOSURE PROVISIONS OF THE POLITICAL REFORM ACT

State of California Fair Political Practices Commission

NOTE: Some of the contributions included in the "total contributions" figure on Form 495 may not be reported on the accompanying campaign statement, Form 450 or 420, because the periods the two statements cover are not normally the same.

Example:

During December 1994 and January 1995, a state general purpose recipient committee made three contributions totaling \$7,500 to support a county ballot measure being voted upon in March. The committee must file the following statements with its regular filing officers 12 days before the county election:

- *Form 495, which indicates total contributions of \$7,500 to the ballot measure committee; and*
- *Form 450 or 420, including all contributions received and expenditures made by the committee for the period beginning January 1, 1995 through 17 days before the county election.*

|||||||

Detailed instructions appear on Form 495.

Late Independent Expenditure Report

Committees that make late independent expenditures (see page 5 for the definition of "independent expenditure") must file Late Independent Expenditure Reports.

A late independent expenditure is one or more independent expenditures that:

- Is made during the 16 days immediately preceding the election in which the candidate or measure supported or opposed is to be voted upon;
- Supports or opposes a single candidate or measure; and
- Totals in the aggregate \$1,000 or more during the period.

The Late Independent Expenditure Report must be filed in the same jurisdictions the candidate supported or opposed, or the committee primarily formed to support or oppose the measure, is regularly required to file campaign statements.

A Late Independent Expenditure Report must be sent within 24 hours of the time the independent expenditure is made and must be filed via telegram, guaranteed overnight delivery service, personal delivery, or fax. Regular mail may not be used.

A Late Independent Expenditure Report must include:

- The filer's full name and street address;
- The candidate's name, office, and district if the expenditure supported or opposed a candidate or, if the expenditure supported or opposed a measure, the number or letter of the measure and the jurisdiction of the measure; and
- The amount, date, and description of the late independent expenditure.

The same information must be reported again on the next regular campaign statement, Form 420 or 450 filed by the committee. In addition, the committee must file Form 465, Supplemental Independent Expenditure Report as described on page 38.

Form 496, Late Independent Expenditure Report, may be used to report late independent expenditures or, if the Form 496 is not used, below is a suggested format.

Detailed instructions appear on Form 496.

Late Independent Expenditure Report Example


Late Independent Expenditure Report	Late independent expenditure made on behalf of:
City Clerk, City of Hampton 128 First Street Hampton, CA 93345	Yes on Measure B Committee, City of Hampton Amt: \$1,500 Date: 10/25/95 Ad in the Hampton Daily News
Filer: Ca Federation of Bicycle Enthusiasts 1020 North B Street Sacramento, CA	

See also, Late Independent Expenditure Report, Form 496, on page 43.

Late Independent Expenditure Report

Type or print in ink
Amounts may be rounded
to whole dollars.

LATE INDEPENDENT EXPENDITURE REPORT

Date Stamp	 For Official use Only
------------	--

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER CA Federation of Bicycle Enthusiasts		ADDRESS 1020 North B Street		NO AND STREET	
AREA CODE/DAYTIME PHONE NUMBER 444/333-2222	ID NUMBER (if applicable) 781264	CITY Sacramento	STATE CA	ZIP CODE 95900	

Late Independent Expenditures (List One Candidate or Ballot Measure Per Form)

NAME OF CANDIDATE SUPPORTED OR OPPOSED		
OFFICE SOUGHT OR HELD/DISTRICT NO	SUPPORT	OPPOSE

NAME OF BALLOT MEASURE SUPPORTED OR OPPOSED North Area Rezoning			
BALLOT NO /LETTER B	JURISDICTION City of Hampton	SUPPORT	OPPOSE

Late Independent Expenditures Made Attach additional information on appropriately labeled continuation sheets

DATE	DESCRIPTION OF EXPENDITURE	AMOUNT
10/25/95	Ad in the Hampton Daily News	1,500

Late Contribution Report

Committees that make late contributions also must file Late Contribution Reports. (See page 6 for a definition of "late contribution.")

A Late Contribution Report must be sent via telegram, guaranteed overnight delivery service, personal delivery, or fax. Regular mail may not be used. The report must be filed within 24 hours of the time the contribution was made.

NOTE: The recipient of a late contribution must also file a late contribution report within 24 hours of receiving the late contribution.

Late contributions do not include contributions to general purpose committees, or to officeholders, candidates and committees not currently involved in an election.

A committee that makes a late contribution must provide the following information in the Late Contribution Report:

- The filer's full name and street address;

- The date of the election if the committee's filing officer is the Secretary of State and the contribution was made to a city or county candidate or committee;
- The date of the contribution;
- The contribution amount; and
- The recipient's full name and street address. If the recipient is a candidate, the office the candidate is seeking must be included. If the recipient is a ballot measure committee, the ballot measure letter or number, and the jurisdiction of the election must be included.

The committee must report the same information again on its next regular campaign statement.

Form 497, Late Contribution Report, may be used to report late contributions or, if the Form 497 is not used, below is a suggested format.

Detailed instructions appear on Form 497.

Late Contribution Report Example

Late Contribution Report	Made to:
Secretary of State Political Reform Division 1500 11th Street Sacramento, CA 95814	Sam Jones for Mayor Committee 100 Sandburg Drive Old City, CA Date of Election: 6/6/95 Date of Contribution: 5/31/95 \$2,000
Filer: CA Federation of Audio Specialists P.O. Box 877 Old City, CA 90000 I.D. No. 784678	

See also Late Contribution Report, Form 497 on page 45.

Late Contribution Report

Type or print in ink
Amounts may be rounded
to whole dollars

LATE CONTRIBUTION REPORT

SEE INSTRUCTIONS ON REVERSE

Filer Must Check Applicable Box:	Complete Part.
<input type="checkbox"/> Reporting Late Contribution(s) Received	I
<input checked="" type="checkbox"/> Reporting Late Contribution(s) Made	II

Date Stamp	For Official Use Only
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NAME OF FILER CA Federation of Audio Specialists	STREET ADDRESS P O Box 877
AREA CODE/PHONE NUMBER (888) 333-2222	ID NUMBER (if applicable) 784678
CITY Old City	STATE ZIP CODE CA 90000

I Late Contribution(s) Received From:

NAME	ID NUMBER (if applicable)
ADDRESS	CITY STATE ZIP CODE
OCCUPATION/EMPLOYER OR NAME OF BUSINESS IF SELF-EMPLOYED (if applicable)	

II Late Contribution(s) Made To:

NAME OF CANDIDATE OR COMMITTEE Sam Jones For Mayor Committee	ID NUMBER 953162
ADDRESS	CITY STATE ZIP CODE 100 Sandburg Drive Old City CA 90000
OFFICE SOUGHT BY CANDIDATE OR BALLOT NO LETTER AND JURISDICTION	

DATE RECEIVED	AMOUNT \$
NAME	ID NUMBER (if applicable)
ADDRESS	CITY STATE ZIP CODE
OCCUPATION/EMPLOYER OR NAME OF BUSINESS IF SELF-EMPLOYED (if applicable)	

DATE MADE	AMOUNT \$ 2,000	DATE OF ELECTION 6 / 6 / 95
NAME OF CANDIDATE OR COMMITTEE	ID NUMBER	
ADDRESS	CITY STATE ZIP CODE	
OFFICE SOUGHT BY CANDIDATE OR BALLOT NO LETTER AND JURISDICTION		

DATE RECEIVED	AMOUNT \$
NAME	ID NUMBER (if applicable)
ADDRESS	CITY STATE ZIP CODE
OCCUPATION/EMPLOYER OR NAME OF BUSINESS IF SELF-EMPLOYED (if applicable)	

DATE MADE	AMOUNT \$	DATE OF ELECTION
NAME OF CANDIDATE OR COMMITTEE	ID NUMBER	
ADDRESS	CITY STATE ZIP CODE	
OFFICE SOUGHT BY CANDIDATE OR BALLOT NO LETTER AND JURISDICTION		

DATE RECEIVED	AMOUNT \$
----------------------	---------------------

DATE MADE	AMOUNT \$	DATE OF ELECTION
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Special Odd-Year Campaign Report, Form 450 or Form 420

During an odd-numbered year such as 1995, committees must file the Special Odd-Year Campaign Reports set out below if they make a contribution or any number of contributions totaling \$5,000 or more to elected state officers, their controlled committees, or committees primarily formed to support or oppose any elected state officer during the period covered by the Special Odd-Year Campaign Report. The Special Odd-Year Report is prepared using the contributing committee's regular reporting form (Form 450 or 420) and is filed with its regular filing officers.

The Special Odd-Year Report is not required if all of the contributions to those officeholders or committees have already been disclosed on a Form 495, Supplemental Pre-Election Statement.

Special Odd-Year Campaign Report Filing Schedule

<u>Period Covered</u>	<u>Filing Deadline</u>
January 1 through March 31	April 30
July 1 through September 30	October 31

Example:

The CA Association of Beekeepers political action committee made a \$7,000 contribution to incumbent Senator Eleanore Nostrum on March 10, 1995. The committee must file a Form 420 covering the period January 1 through March 31. Form 420 is due no later than May 1, 1995. The Special Odd-Year Report is filed with the Secretary of State, Registrar-Recorder of Los Angeles County and the Registrar of Voters, City and County of San Francisco, and if different, the committee's county of domicile.*

*Because April 30 is a Sunday, the filing deadline is extended to Monday, May 1.

1995/1996 Modified Filing Schedule For Elections Held on Dates Other Than:

- **June 6, 1995** (See page 48.)
- **November 7, 1995** (See page 48.)
- **June 4, 1996** (See page 49.)
- **November 5, 1996** (See page 49.)
- **March 26, 1996** (See page 50.)

FILING DEADLINE	TYPE OF STATEMENT	PERIOD COVERED BY STATEMENT	METHOD OF DELIVERY
40 days before the election	First Preelection	* through 45 days before the election	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
12 days before the election	Second Preelection	44 days through 17 days before the election	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
24 Hours	Late Contribution Late Independent Expenditure	16 days prior to the election	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> Telegram <input type="checkbox"/> Guaranteed Overnight Service <input type="checkbox"/> Fax
12 days before** the run-off election	Pre-run-off-election	16 days before first election through 17 days before the run-off election	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
July 31	Semi-Annual (If election held during 1st six months)	* through June 30	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
January 31	Semi-Annual (If election held during 2nd six months)	* through December 31	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail

* 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.

** If the run-off election is held more than 60 days after the first election, two preelection statements must be filed. Call your filing officer to obtain filing deadlines.

NOTES:

Refer to page 12 for important information regarding filing obligations.

Certain preelection and semi-annual statements may be faxed. See "Notes" on page 51 for information concerning faxed statements.

The Commission recommends filers contact the FPPC for state elections and their local filing officer for local elections to verify campaign filing deadlines.

June 6, 1995 and November 7, 1995 Election Filing Schedules

June 6, 1995

<i>FILING DEADLINE</i>	<i>TYPE OF STATEMENT</i>	<i>PERIOD COVERED BY STATEMENT</i>	<i>METHOD OF DELIVERY</i>
April 27	First Preelection	1/1/95 - 4/22/95	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
May 25	Second Preelection	4/23/95 - 5/20/95	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
24 Hours	Late Contribution Late Independent Expenditure	5/21/95 - 6/5/95	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> Telegram <input type="checkbox"/> Guaranteed Overnight Service <input type="checkbox"/> Fax
July 31	Semi-Annual	5/21/95 - 6/30/95	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail

November 7, 1995

<i>FILING DEADLINE</i>	<i>TYPE OF STATEMENT</i>	<i>PERIOD COVERED BY STATEMENT</i>	<i>METHOD OF DELIVERY</i>
September 28	First Preelection	* - 9/23/95	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
October 26	Second Preelection	9/24/95 - 10/21/95	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
24 Hours	Late Contribution Late Independent Expenditure	10/22/95 - 11/6/95	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> Telegram <input type="checkbox"/> Guaranteed Overnight Service <input type="checkbox"/> Fax
January 31, 1996	Semi-Annual	10/22/95 - 12/31/95	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail

* 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.

NOTES:

Refer to page 12 for important information regarding filing obligations.

Certain preelection and semi-annual statements may be faxed. See "Notes" on page 51 for information concerning faxed statements.

1996 Standard Filing Schedule

June 4, 1996

<i>FILING DEADLINE</i>	<i>TYPE OF STATEMENT</i>	<i>PERIOD COVERED BY STATEMENT</i>	<i>METHOD OF DELIVERY</i>
March 22	First Preelection	1/1/96 - 3/17/96	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
May 23	Second Preelection	3/18/96 - 5/18/96	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
24 Hours	Late Contribution Late Independent Expenditure	5/19/96 - 6/3/96	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> Telegram <input type="checkbox"/> Guaranteed Overnight Service <input type="checkbox"/> Fax
July 31	Semi-Annual	5/19/96 - 6/30/96	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail

November 5, 1996

<i>FILING DEADLINE</i>	<i>TYPE OF STATEMENT</i>	<i>PERIOD COVERED BY STATEMENT</i>	<i>METHOD OF DELIVERY</i>
October 5 (Saturday--File no later than Monday, October 7)	First Preelection	* - 9/30/96	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
October 24	Second Preelection	10/1/96 - 10/19/96	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
24 Hours	Late Contribution Late Independent Expenditure	10/20/96 - 11/4/96	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> Telegram <input type="checkbox"/> Guaranteed Overnight Service <input type="checkbox"/> Fax
January 31, 1997	Semi-Annual	10/20/96 - 12/31/96	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail

* 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.

NOTES:

Refer to page 12 for important information regarding filing obligations.

Certain preelection and semi-annual statements may be faxed. See "Notes" on page 51 for information concerning faxed statements.

March 26, 1996 Filing Schedule

March 26, 1996

<i>FILING DEADLINE</i>	<i>TYPE OF STATEMENT</i>	<i>PERIOD COVERED BY STATEMENT</i>	<i>METHOD OF DELIVERY</i>
February 15	First Preelection	1/1/96 - 2/10/96	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
March 14	Second Preelection	2/11/96 - 3/9/96	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
24 Hours	Late Contribution Late Independent Expenditure	3/10/96 - 3/25/96	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> Telegram <input type="checkbox"/> Guaranteed Overnight Service <input type="checkbox"/> Fax
July 31	Semi-Annual	3/10/96 - 6/30/96	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail

NOTES:

Refer to page 12 for important information regarding filing obligations.

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.

Certain preelection and semi-annual statements may be faxed. See "Notes" on page 51 for information concerning faxed statements.

Where to File Statements

Important Addresses for Filing Campaign Statements

Secretary of State*
Political Reform Division
P.O. Box 1467
1500 11th Street
Sacramento, CA 95812-1467
Fax: (916) 653-5045

Registrar-Recorder of Los Angeles County
Campaign Reporting Unit
12400 Imperial Highway
Norwalk, CA 90650-3134
Fax: (310) 462-3030

Registrar of Voters, City and
County of San Francisco
Campaign Statements
633 Folsom Street, Suite 109
San Francisco, CA 94107
Fax: (415) 554-7344

NOTES:

- An "original" copy of a campaign statement is one which contains an original signature of the treasurer and other individual(s) required to sign the statement.
- Campaign statements which contain 30 pages or less may be faxed provided that the required original and the required copies are sent to the filing officer(s) by first-class mail or by guaranteed overnight delivery service within 24 hours of the filing deadline. Late Contribution and Late Independent Expenditure Reports may be faxed but are not also required to be mailed.

Statement of Organization, Form 410

- File the original and one copy with the Secretary of State.
- Committees that file original campaign disclosure statements with a local filing officer must also file a copy of the Statement of Organization with the appropriate city or county filing officer.

Semi-Annual and Pre-Election Campaign Statements, Forms 450 and 420

State General Purpose Recipient Committees:

- An original and one copy with the Secretary of State;

- Two copies with the Registrar-Recorder of Los Angeles County;
- Two copies with the Registrar of Voters of the City and County of San Francisco; and
- Two copies with the filer's county of domicile if different than San Francisco or Los Angeles.

County General Purpose Recipient Committees:

- An original and one copy with the county clerk; and
- Two copies with the filer's county of domicile if different than the county receiving the original statement.

City General Purpose Recipient Committees:

- An original and one copy with the city clerk.

Amendment to Campaign Disclosure Statement, Form 405

Form 405 must be filed with each filing officer who received the statement being amended.

Recipient Committee Statement of Termination, Form 415

To terminate a committee, an original Form 415 must be filed with the Secretary of State and a copy must be filed with the local filing officer who receives the original campaign statements (Form 420 or Form 450) filed by the committee. When terminating a committee, attach a Form 420 or Form 450 termination statement to the Form 415 filed with the filing officer who receives the committee's original campaign statements

Supplemental Independent Expenditure Report, Form 465

Form 465 must be filed with each filing officer with whom the candidate or measure being supported or opposed by the independent expenditure is regularly required to file its campaign statements.

Supplemental Pre-Election Campaign Statement, Form 495

Forms 495 and 420 or 450 must be filed at the same location(s) that the filer is required to file its regular campaign statements

Late Independent Expenditure Report

A Late Independent Expenditure Report must be filed with each filing officer with whom the candidate or measure supported or opposed by the independent expenditure is regularly required to file campaign statements.

Late Contribution Report

A Late Contribution Report must be filed at the same location(s) that the filer is required to file its regular campaign statements.

Special Odd-Year Campaign Report

If a Form 420 or Form 450 is being filed as a special odd-year campaign report, it is filed in the same places where the committee is required to file its regular campaign disclosure reports.

Part IV.

Additional Important Information

The following sets forth additional important restrictions and requirements that affect the filing obligations of committees.

Cumulative Amount

The cumulative amount for determining whether contributions must be itemized on a campaign statement is the total amount of contributions received or expenditures made in a calendar year (January 1 - December 31).

Example:

The Old City Firefighters PAC is a city general purpose recipient committee. The city's regular election for city council seats will be held in April. The committee filed a semi-annual statement in January of the current year to report all receipts and expenditures through December 31 of the previous year. That statement includes an itemized contribution of \$100 Margaret Brown gave in November.

During the first pre-election period (January 1 through 40 days prior to the election), Ms. Brown contributed \$50 to the committee. This will be reported by the committee on its first pre-election statement, but not separately itemized, because it is less than \$100. Since contributions normally are cumulated on a calendar year basis, it is not cumulated with the \$100 contribution from the previous year.

Instead, the \$50 is reported as part of the lump sum of all contributions from a single source of less than \$100.

If, however, Ms. Brown makes additional contributions within the same year, such funds are added to her earlier \$50 contribution. If the total cumulates to \$100 or more, the committee's subsequent statement must identify Ms. Brown by name, address, occupation, and employer.

.....

Exception to Calendar Year Cumulation

If a pre-election campaign statement is filed in one year in connection with a local or special election held in the following year, then the period over which the cumulative amount is calculated ends on the closing date of the semi-annual statement or report filed after the election. (NOTE: The cumulation period for the next statement begins the day after the closing date of the semi-annual statement.)

Aggregation of Contributions or Independent Expenditures Made by Certain Combinations of Individuals or Entities

Contributions and independent expenditures made by certain *combinations* of individuals and entities must be added together to determine the cumulative amount of contributions or expenditures made by a contributor. Contributions and expenditures made by the following combinations of individuals or entities must be aggregated:

- Individuals who make contributions from personal funds and who also have sole authority to direct and control contributions made from other funds.
- Business entities in a parent-subsidiary relationship and business entities with the same controlling owner (more than 50 percent), unless the entities act completely independently in their decisions to make contributions.
- Any number of entities if the same person or a majority of the same persons in fact directs and controls the contributions each entity makes.

All contributions received from individuals or entities described in the combinations above must be added together. If contributions received from these combinations of contributors total \$100 or more during a calendar year, the recipient must itemize such contributions.

Organizations' Regularly Published Newsletters

Bona fide organizations which are not formed for solely political purposes (such as a labor union, trade association, professional association) and which publish a regularly scheduled membership newsletter will not be making contributions or independent expenditures if the newsletter includes information supporting or opposing candidates or measures as long as no additional costs are incurred and the newsletter's circulation is not expanded beyond the organization's membership. However, if the size, scope or circulation is expanded, the additional costs associated with the publication may be a reportable contribution or independent expenditure. Such organizations should contact the FPPC at (916) 322-5660 for reporting guidance.

Name Identification Requirements for Sponsored Committees

A committee which meets the definition of a "sponsored committee" must include in the committee's name the name of its "sponsor." A sponsor may be a business, organization, association, union, or other entity which meets any one of the criteria set out below. A candidate, officeholder, or other individual is NOT a "sponsor." An entity is the sponsor of a committee if it meets ANY of the following tests:

- The entity or its members, officers, or shareholders provides the committee with 80 percent or more of its contributions;
- The entity collects contributions for the committee by payroll deductions or dues from its members, officers, or employees;
- The entity, alone or in combination with others, provides the committee with all or nearly all of its administrative services; or
- The entity, alone or in combination with others, sets the policies for soliciting contributions or making expenditures of committee funds.

If a committee has only one sponsor, the name of the committee must include the name of the sponsor. The name must be the official or publicly recognized name of the sponsor. The name may include other words so long as the name of the sponsor is also part of the name. The name of a committee with more than one sponsor must include a term identifying the industry or other identifiable group to which the sponsors belong. The name does not have to include the name of each sponsor. Abbreviations or acronyms may not be used. A sponsored committee may have only one name, and this name must be used on all of the committee's campaign statements, all of its mass mailings, and all of the contributions made by the committee.

Prompt Reporting of Contributions Received by an Agent

All contributions received by an agent of a committee must be reported promptly to the committee's treasurer or any of his/her designated agents. "Promptly," as used in this section, means no later than the closing date of the next campaign statement the committee is required to file.

Agents or Independent Contractors Who Make Expenditures on Behalf of Committees

When agents or independent contractors, such as campaign consulting firms or advertising agencies, make expenditures of \$100 or more on behalf of a committee, the expenditure must be reported in the same detail as if made directly by the committee. FPPC Regulation Section 18431 specifies the types of expenditures which must be itemized by the committee. For example, a committee must itemize payment for air time on radio or television an agent purchases on its behalf.

To comply with this reporting requirement, the agent or independent contractor must provide the committee with the required payment information no later than three working days prior to the date the campaign statement must be filed (or within 24 hours for an expenditure that is a late contribution or a late independent expenditure). Schedule G may be used to provide the required information to the committee.

Services of Government Employees as Contributions

The payment by a state or local government agency of the salaries or expenses for employees working in political campaigns must be reported as contributions or independent expenditures. For most government agencies, the law prohibits payments to employees and the use of public resources for political purposes. See FPPC Regulation 2 Cal. Code of Regulations Section 18420 for detailed information.

Disclosure of Returned Contributions

A contribution need not be reported if the contribution is not cashed, negotiated, or deposited, and is returned to the contributor prior to the closing date of the campaign statement on which it would otherwise be reported.

Contributions cashed, negotiated, or deposited, or not returned before the closing date of the next campaign statement, must be reported in the following manner:

- If returned within 30 days of receipt, both the receipt and the return are reported on Schedule A of Form 420. The return is shown as a negative entry.
- If not returned within 30 days, the receipt is itemized on Schedule A, and the return is itemized on Schedule E.

If a contribution is deposited in one period and the check is returned for insufficient funds during the subsequent reporting period:

- Itemize the return on Schedule E. In the "Description of Payment" column indicate that the contribution reported on Schedule A of the previous statement was returned by the bank for insufficient funds.

A late contribution is not required to be reported either as a late contribution or on the next campaign statement if it is not cashed, negotiated, or deposited and the contribution is returned within 24 hours of receipt.

Intermediaries

Committees must disclose persons who act as intermediaries for contributions of \$100 or more. A person who qualifies as an intermediary must provide the recipient with his/her own name, address, occupation, and employer, and the name, address, occupation, and employer of the true source of the funds. If the contribution aggregates to \$100 or more from the contributor during a calendar year, the recipient of the contribution must disclose both the contributor and the intermediary. (See page 6 for a definition of "intermediary.")

Notice to Major Contributors

Individuals and entities that make contributions from their personal or business funds must file campaign disclosure statements if their contributions to state and local candidates or committees total \$10,000 or more in a calendar year. Such contributions include the purchase of tickets to fundraisers, loans, loan guarantees, and payments for goods or services. These contributors are often unaware of their filing obligations and that if they do not file they may be subject to penalties and fines.

Committee treasurers are required to notify contributors from whom they have received contributions totaling \$5,000 or more in a calendar year that such contributors must file campaign statements if the \$10,000 threshold is met. Committee treasurers must keep a record of notices they send to individuals or entities that have contributed \$5,000 or more.

The notice must be sent within two weeks of receipt of such contributions and contain the following or similar language:

If your contributions (including fundraiser tickets, loans, loan guarantees, and payments for goods or services) to or at the behest of state and local candidates and committees total \$10,000 or more in a calendar year, the Political Reform Act of 1974 requires that you file campaign statements. For more information, contact your city or county clerk, or call the Fair Political Practices Commission at (916) 322-5660.

The notice is not required to be sent to other recipient committees (i.e., contributors that have a committee identification number from the Secretary of State).

Identification Requirements for Mass Mailings

A mass mailing is more than 200 substantially similar pieces sent within a calendar month.

The sender of a mass mailing is the candidate or committee that pays the largest portion of the cost of the mailing. The sender must be identified by name, address, and city on the outside of the mailing and on at least one insert. If the sender of the mass mailing is a single committee, the identification need only be shown on the outside of each piece of mail. If the sender is a controlled committee, the name of the person controlling the committee must also be included. A committee may use a post office box if the street address is a matter of record with the Secretary of State. It is not necessary to include a committee's identification number, or the name of a committee treasurer or printer on the mailing.

Type size must be at least 6 points, printed in a color or typeface that contrasts with the background.

If two or more committees pay an equal share of the costs of the mailing, at least one of the committees must be identified on the outside of the mailing, and all of the committees must be identified on the inside.

In the case of a mass mailing paid for by one committee on behalf of another committee (i.e., mass mailings that are in-kind contributions), the committee that pays for the mailing must be identified as the sender of the mailing.

For each mass mailing sent by or on behalf of the committee, the following records must be retained:

- The date of the mailing;
- The number of pieces mailed; and
- The method of postage used.

An original sample of each mass mailing must also be retained.

Campaign Printed Matter Other Than a Mass Mailing

For information on identification requirements for campaign-related printed materials other than a mass mailing, contact your city attorney, district attorney, or the State Attorney General's office. The Political Reform Act does not contain provisions on the identification or content of newspaper, television, radio, or other campaign-related advertisements or materials.

Computerized Campaign Statements

Campaign statements filed pursuant to the Political Reform Act must be prepared on forms prescribed by the Fair Political Practices Commission. (Gov. Code Section 82006.) The Commission permits computer-generated campaign statements if required information is in a format substantially similar to the Commission's forms. Computerized formats *must* be sent to the Commission for approval prior to use.

For information on computer-generated campaign statements, contact the Commission's Technical Assistance Division at (916) 322-5662.

Audits

Recipient committees are subject to audit. The audits are conducted by the Franchise Tax Board.

A general purpose committee will be audited if the committee has raised or expended more than \$10,000 supporting or opposing state candidates or state measures during any calendar year. However, if a general purpose committee is found to be in substantial compliance with the provisions of the Political Reform Act during one audit, the committee will only be subject to future audits on a random basis, having a 25 percent chance of being audited.

Enforcement

Filing officers (the Secretary of State and city and county clerks) for campaign disclosure statements under the Political Reform Act may impose penalties for statements which are filed late. Generally, the fine is \$10 per day beginning with the day after the filing deadline until the statement is filed. Late filing

penalties can be reduced or waived by the filing officer under certain circumstances.

In addition, the Fair Political Practices Commission may initiate investigations with respect to any suspected violation of the Political Reform Act. Other law enforcement agencies (the Attorney General or district attorney) may initiate investigations under certain circumstances. If violations are found, the Commission may initiate administrative enforcement proceedings which could result in the imposition of monetary penalties of up to \$2,000 per violation. In lieu of administrative prosecution, a civil action may be brought for negligent or intentional violations by the appropriate civil prosecutor (the Commission, Attorney General or district attorney) where the measure of damages for most violations is the amount or value not properly reported.

Finally, a knowing or willful violation of any provision of the Political Reform Act is a misdemeanor. Persons convicted of a misdemeanor may be disqualified for four years from the date of the conviction from serving as a lobbyist or running for elective office, in addition to other penalties which may be imposed. The Act also provides for numerous civil penalties, including monetary penalties and damages, and injunctive relief from the courts.

Local Ordinances

Cities and counties may adopt local ordinances that impose additional or different disclosure requirements on officeholders, candidates, and committees, including ballot measure committees, active only in their jurisdictions. Cities and counties may also impose contribution limitations in elections within their jurisdictions. A city or county campaign ordinance, however, never pre-empts state law. All city, county, and state officeholders, candidates, and committees must report contributions and expenditures on the Commission's forms and comply with disclosure requirements and filing deadlines set forth in the Political Reform Act.

NOTES:

- If a local campaign ordinance requires campaign statements to be filed on dates other than those set out in the Act, such filings are in addition to filings required by the Act.
- If a local campaign ordinance provides a different cumulation period for contributions received, that cumulative amount must be provided in addition to the cumulative amount the Act requires.
- For more information concerning city and county campaign ordinances, please contact the specific city or county in question.

Part V.

Campaign Treasurer's Duties

Reports and statements filed under the Political Reform Act by recipient committees must be verified and signed by the committee treasurer. A verification is a statement, signed under penalty of perjury, that:

- The individual who signs the report has used all reasonable diligence in its preparation; and
- To the best of his/her knowledge, the statement is both true and complete.

A statement is incomplete and subject to late fines if the verification is not signed at the time the filing officer receives it. Each individual who signs and verifies a campaign statement or other report is legally responsible for the accuracy and completeness of the document.

To comply with these duties, committee treasurers must:

- Establish a sufficient recordkeeping system ensuring that all receipts and expenditures are recorded promptly, in compliance with the Act's recordkeeping and disclosure requirements;
- Maintain campaign records personally or monitor records kept by others;
- Take necessary steps to ensure that all of the Act's requirements are met regarding receipt, expenditure, and reporting of campaign funds;
- Prepare campaign statements personally or carefully review campaign statements and records prepared by others; and
- Correct any inaccuracies or omissions, and inquire about any information that would cause a reasonable person to question the accuracy of the campaign statement.

Important:

- Every recipient committee must have a treasurer. Committees may not accept contributions or make expenditures before a treasurer is appointed or while the treasurer's post is vacant. In the event a committee treasurer will be unavailable to carry out his/her duties for an extended time, a new treasurer should be designated and the committee's Statement of Organization, Form 410, amended.
- Committee treasurers are required to sign campaign statements under penalty of perjury. Treasurers are legally responsible for the accuracy and completeness of campaign statements. No person should assume the treasurer's position and duties as a mere figurehead.
- Campaign contributions may not be commingled with the personal funds of any person.

Part VI.

Recordkeeping

In any campaign, a complete and accurate record of campaign receipts and expenditures is essential to the filing of appropriate campaign statements. Committee treasurers must assure recordkeeping complies with the Act's requirements. The following sample recordkeeping system, which conforms with FPPC regulations and addresses the most common transactions occurring in a campaign, will assist in keeping adequate records of receipts and expenditures. The system can be adapted to a computer or other recordkeeping system.

A recordkeeping system should ensure the accuracy and reliability of information; that is, all receipts and expenditures must be recorded in a timely and uniform fashion. All persons who handle receipts and expenditures should be familiar with established recordkeeping procedures.

Contributions received by a committee may not be commingled with the personal funds of any person. Therefore, a separate campaign bank account is necessary. Pre-printed and pre-numbered checks showing the name of the committee, and cancelled checks, provide a record of transactions.

Receipts

The Act allows corporations, labor unions, political action committees, individuals, and citizens groups to make contributions to state and local candidates and committees including ballot measure committees. All contributions and other monies received should be recorded and deposited into the campaign bank account as soon as possible. The committee treasurer is ultimately responsible for timely deposits and recording of all receipts. The treasurer should be contacted immediately if a question or problem should arise regarding contribution deposits and processing.

Daily Record of Receipts

Each receipt should be recorded daily in one central place.

Contributions and Miscellaneous Receipts Under \$25:

Record the total amount of contributions received and miscellaneous receipts under \$25 in a lump sum each day, along with the date. The committee may want to note contribution details for its own purposes, including full identification of the donor.

Contributions of \$25 or More:

For each monetary or non-monetary contribution of \$25 or more, the daily record must contain:

- The date the contribution was received;
- The contribution amount; and
- The contributor's full name.

Miscellaneous Receipts of \$25 or More:

Receipts of \$25 or more that are not contributions must be recorded with the date of the receipt, amount, name and address of the source, and description of the miscellaneous receipt. Examples of miscellaneous receipts include interest received on campaign funds; deposits refunded, such as a refund from the telephone company; or payments received for the sale of goods or services.

NOTES:

- A contribution is "received" on the date that the committee, or the agent of the committee, obtains possession or control of the cash, check or other negotiable instrument by which the contribution is made.
- Contributions collected by means of payroll deductions or membership dues are "received" on:
 - The date the committee (PAC) obtains possession or control of the contribution; or
 - Within 60 days after the receipt of the contribution by the committee's (PAC) sponsor;whichever is earlier.

Contributor Records

In addition to a daily record of receipts, detailed information for each person who makes a contribution of \$25 or more must be maintained. This additional information is necessary to comply with the requirement that itemized information be disclosed on the campaign statement for each person from whom a total of \$100 or more in contributions has been received during the calendar year.

Information on each contributor of \$25 or more must include all of the following:

- The contributor's name and address.
- For contributors of \$100 or more, if the contributor is an individual, his/her occupation and employer or, if self-employed, the name of his/her business; or if the contributor is a recipient committee, the committee's name, address, and identification number. (Include the committee treasurer's name and address if no identification number has been assigned.)
- The date the contribution was received.
- The amount of the contribution.
- If the contributor has made a non-monetary contribution, record the fair market value of the goods or services received. If the value of a non-monetary contribution is unknown, the donor must provide you with a written valuation if you request one in writing. (See page 62.)
- The nature of each contribution (i.e., monetary, loan, pledge, non-monetary (in-kind)) and if non-monetary, a complete description of the goods or services provided.
- The total cumulative amount received from that contributor during the calendar year.
- If the contribution was received through an intermediary, the intermediary's name, address, occupation, and employer, or if self-employed, the name of the intermediary's business.
- If the contribution was a loan, the interest rate and due date, if any; and the name, address, occupation, and name of employer of any guarantor, or any person liable directly, indirectly or contingently for the loan.

Record of Receipts

<u>Received Date</u>	<u>Name</u>	<u>Monetary</u>	<u>Non-Monetary (In-Kind)</u>	<u>Loan</u>	<u>Misc. Receipt</u>
5/2	Jane Doe	\$65.00			
	John Smith		\$100.00		
	Sam Baker	\$40.00			
	Less than \$25	\$245.65			
	Bay Savings (Interest on savings)				\$43.43
5/3	Bob Booth		\$150.00		
	Pat Hayes			\$1,000.00	
	Less than \$25	\$450.00			

Contributor Record

NAME: Jane Doe
 ADDRESS: 123 Oak, New Town, CA 90001
 EMPLOYER OR IF SELF-EMPLOYED NAME OF BUSINESS: Rothingham Hospital
 OCCUPATION: Medical Doctor

<u>Received Date</u>	<u>Amount</u>	<u>Nature</u>	<u>Other Information</u>	<u>Calendar Year Cumulative Amount</u>
5/2	\$65.00	Monetary		\$65.00
5/6	25.00	Monetary		90.00
5/10	71.50	Non-Monetary	Stamps	161.50
5/15	500.00	Loan	18% (due 11/15)	661.50
5/30	25.00	Monetary		686.50

The information required for contributors of \$25 or more must be compiled in a system of individual records. An index card for each contributor can be used to accomplish this task. Individual contributor records can also be maintained on a computer.

Once a contributor record is prepared, record all subsequent contributions and other required information. If all required information is not available when the contribution is received, all relevant information must be obtained prior to filing the campaign statement.

When campaign statements are prepared, list persons who have contributed a total of \$100 or more during the calendar year on the appropriate schedule, and note this on the contributor record.

NOTE: Contributions from certain combinations of individuals and entities must be aggregated. (See page 53 for further information.)

Written solicitations for funds should request all required information, as stated above, from contributors.

Enforceable Promises Received

Keep a separate record for enforceable promises (pledges) received (See page 5 for a definition of "enforceable promise to make a payment.") When an enforceable promise is paid, enter the amount in the receipts record as other contributions are listed.

An example of an enforceable promise would be a person's commitment in writing to pay for specific goods or services and, based on the person's promise to pay, the committee contracts for those goods or services.

NOTE: Telephone solicitations or pledge cards are not enforceable and should not be recorded.

Non-Monetary (In-Kind) Contributions

It is sometimes difficult to estimate the fair market value of a non-monetary contribution. In such cases, the committee may use a form letter to request information from the contributor. The contributor is then obligated to respond in writing and provide the fair market value of the contribution. In all cases, the value of in-kind contributions of \$100 or more must be reported in writing to the recipient upon the recipient's written request.

Following is a sample form letter to request information from the contributor. The committee completes the top portion of the letter.

If the committee uses some other method to determine the fair market value of a non-monetary contribution, i.e., the contributor provides the value over the telephone, or the committee contacts vendors who provide the same or similar goods or services for an estimate, a memorandum or other form of record must be maintained that describes the method used.

TO: CA Federation of Ornamental Iron Workers
Address

Re: Non-Monetary (In-Kind) Contribution

Pursuant to Government Code Section 84300(d) and Section 82025.5, the following are the values* of non-monetary contributions of \$25.00 or more that I made to the CA Federation of Ornamental Iron Workers, ID No. 783429 for the period 1/1/96 to 6/30/96:

<u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FROM:

Full Name _____

Address _____

Occupation _____

Employer or if Self-Employed _____

Name of Business _____

Signature _____ Date _____

*Note: The amount of a non-monetary contribution to be reported is the "fair market value" at the time the goods or services were received. The "fair market value" is whatever it would cost the committee receiving the goods or services (or on whose behalf the goods or services were provided) to obtain them on the open market, and not necessarily the cost to the contributor of providing the goods or services.

Receipt Documentation

The following original source documents must be retained for all receipts:

- Bank statements
- Check registers
- Check stubs
- Bank books
- Pass books
- Any other records reflecting campaign account balances in a:
 - Savings account
 - Checking account
 - Money market account
 - Certificate of deposit
 - Credit card account

In addition, for contributions or other receipts of **\$25 or more**, the following original source documents must be retained:

- Copies of contributor checks
- Copies of cashier's checks
- Copies of money orders
- Wire transfer records
- Deposit or duplicate deposit slips
- Any other documents reflecting deposits made to any campaign account
- Contributor cards
- Letters of transmittal
- Notices received from contributors
- Memoranda or other records which describe the method used to determine the fair market value of donated goods or services (in-kind)

For contributions or other receipts of **\$100 or more**, any communications sent by the committee to secure the documents listed above must also be retained.

For loans received, any documents obtained which reflect the indebtedness must be retained. Such documents may include:

- Promissory notes
- Extensions of credit
- Security agreements
- Loan guarantees

For enforceable promises received, written contracts and any other documents obtained which reflect the enforceable promise to pay must be retained.

Important:

- Copies of contributors' checks of **\$25 or more** must be retained and should be attached to the appropriate duplicate deposit slip or marked with the deposit slip number.
- Campaign receipts must be deposited into a bank account designated for campaign purposes.
- A check endorsement stamp that contains the committee's name, account number, and assigned identification number should be obtained.
- The committee's deposit slips should identify the amount and bank code of each check.
- The balance shown on the bank statement should reconcile with the balance shown in the check register at the end of each bank statement period.

Expenditures

Recording Expenditures Made for Campaign Expenses

All payments of less than \$25 to a single payee should be totaled on a daily basis. The combined totals must be reported as a lump sum for the period the campaign statement covers.

For a payment of \$25 or more to a single payee (or a series of installment payments for a product or service that totals \$25 or more), the following information must be maintained:

- The full name and street address of payee;
- The expenditure amount;

- The date each expenditure was made, or the date accrued expenses were incurred; and
- A description of the goods or services received for each expenditure made.

If the person or vendor that provides the services or goods is different from the payee, also record the information set out above for the person or vendor that provides the consideration or goods.

When an expenditure is reported on a campaign statement, that fact should be noted.

Record of Expenditures

<u>Date</u>	<u>Payee's Name and Address</u>	<u>Amount</u>	<u>Description of Payment</u>	<u>Entity or Person Providing Consideration (if other than Payee) Name and Address</u>	<u>Amount</u>
4/15	Jane Johnson (Campaign Coordinator) 111 Elm Street Cottonwood, CA 90001	\$250	Reimbursement for fundraiser supplies	Peter's Party Supplies 1607 27th Street Cottonwood, CA	\$125
4/15	Under \$25	75			
4/18	Under \$25	135			
4/23	Frank's Printing	75	Invitations		
4/25	160 16th St.	75	for		
4/29	Cottonwood, CA 90001	75	fundraiser		
5/16	ABC Advertising 200 Linda Ln. Oakville, CA 90000	1000	TV Ads	KNTV 101 East St., Oakville, CA	400
				KTTV 816 M St., Oakville, CA	400

Recording Expenditures Made to or on Behalf of Officeholders, Candidates, and Other Committees

Expenditures that are contributions to or payments made on behalf of a candidate, officeholder, ballot measure, or committee must be cumulated and the cumulative amount must be reported for each candidate, officeholder, measure or committee. The period for cumulating such expenditures is a calendar year.

A record of all such expenditures of \$25 or more must be maintained.

The following additional information is required for contributions to or expenditures made on behalf of officeholders, candidates, measures, or committees:

- The date the contribution or expenditure was made. (See page 77 for the criteria used in determining when a contribution is made.)
- A notation to indicate if the expenditure is an independent expenditure.
- The name of the officeholder/candidate, and the office and district for which he/she seeks nomination or election.

- The number or letter of the measure and the jurisdiction in which the measure is to be voted on.
- The cumulative amount of contributions to or expenditures made on behalf of the officeholder/candidate, measure, or committee during the calendar year.

Required information on expenditures made from campaign funds to support or oppose ballot measures, candidates or committees can be listed on index cards as shown in the sample below or on computer records.

Recording Loans Made

The following additional information is required for loans made:

- The interest rate, if any;
- The due date, if any; and
- The full name and street address of any guarantor or any person other than the recipient who is liable directly, indirectly, or contingently for the loan.

Name of Candidate:
Office and District:
OR Measure: Measure A - Library Bonds
Jurisdiction: Newtown
Name and Address of
Candidate or Committee: Committee for Measure A
111 First Street, Newtown, CA 96666
I.D. No. of Committee: 951236

<u>Date</u>	<u>Amount</u>	<u>Type</u>	<u>Other Information</u>	<u>Calendar Year Cumulative Amount</u>
1/14	\$25.00	Monetary		25.00
2/12	50.00	Monetary		75.00
3/03	142.76	Non-Monetary	Flowers for Fundraiser Payee: Daisy Florist 222 South Ave. Newtown, CA 96667	217.76
3/03	250.00	Monetary		467.76
5/30	1,000.00	Loan	10%	1,467.76
9/15	300.00	Monetary		1,767.76

Expenditure Documentation

Original source documents must be retained for all expenditures. Original source documents must include the following:

- Bank statements
- Check registers
- Check stubs
- Bank books
- Any other records reflecting campaign account balances in a:
 - Savings account
 - Checking account
 - Money market account
 - Certificate of deposit
 - Credit card account

In addition, for expenditures of \$25 or more, the following original source documents must be maintained:

- Cancelled checks
- Credit card charge slips
- Wire transfer records
- Bills, invoices or statements
- Receipts
- Vouchers
- Any other documents reflecting obligations incurred by the committee.

For all loans made, any documents obtained which reflect the indebtedness must be retained. Such documents may include:

- Promissory notes
- Extensions of credit
- Security agreements
- Loan guarantees

If it is not possible to obtain an invoice, receipt, or voucher for an expenditure of \$25 or more, the committee must prepare a voucher that contains the following information:

- Date of payment;
- Payment amount;
- Payee's name; and
- Description of the goods or services received.

A voucher need not be prepared for payments of less than \$25.

A separate file should be kept for as yet unpaid bills received for goods or services. Such bills must be reported as accrued expenses.

Mass Mailings

For each mass mailing sent by or on behalf of the committee, the following records must be retained:

- The date of the mailing;
- The number of pieces mailed; and
- The method of postage used.

An original sample of each mass mailing must also be retained.

Notice to Major Contributors

Individuals and entities that make contributions from their personal, business or corporate funds must file campaign disclosure statements if their contributions to state and local candidates or committees total \$10,000 or more in a calendar year. Such contributions include the purchase of tickets to fundraisers, loans, loan guarantees, and payments for goods or services. These contributors are often unaware of their filing obligations and that they may be subject to penalties and fines if they do not file.

Committee treasurers are required to notify contributors from whom they have received contributions totaling \$5,000 or more in a calendar year that such contributors must file campaign statements if the \$10,000 threshold is met. Committee treasurers must keep a record of notices they send to individuals or entities that have contributed \$5,000 or more.

The notice must be sent within two weeks of receipt of such contributions and contain the following or similar language:

If your contributions (including fundraiser tickets, loans, loan guarantees, and payments for goods or services) to or at the behest of state or local candidates and committees total \$10,000 or more in a calendar year, the Political Reform Act of 1974 requires that you file campaign statements. For more information, contact your city or county clerk, or call the Fair Political Practices Commission at (916) 322-5660.

The notice is not required to be sent to other candidates or recipient committees (i.e., contributors that have a committee identification number from the Secretary of State).

Retention of Records

A committee must retain records of campaign receipts and expenditures and their substantiating documents for a period of four years following the date the appropriate campaign statement is filed.

Part VII.

Contribution Limitations

Contribution Limitations

As currently interpreted by the courts, the Act imposes contribution limitations only on office-holders and candidates running in a special election and a special runoff election when a special election is held for the purpose of filling an elective office that has become vacant.

"Special election cycle" means the period from the day the office becomes vacant until the day of the special election.

"Special runoff election cycle" means the period from the day after the special election until the day of the special runoff election.

The limitations apply separately for each of these cycles. For example, when a candidate is being voted upon in a special election, contributors may contribute up to the stated limits to the candidate's separate committee established for the special election. If the candidate is also being voted upon in a special runoff election, contributors may make additional contributions up to the stated limits in the special runoff election cycle to the candidate's special election committee.

Contributions may be received before the elective office becomes vacant as long as the candidate has filed a Candidate Intention, Form 501, for that office. In addition, contributions may be received after the special election, or if a special runoff election is necessary, after the special runoff election. However, all contributions received by or transferred to a special election committee are subject to the contribution limitations regardless of when they are received or transferred.

In addition, some cities and counties have adopted local ordinances that impose contribution limits within their jurisdictions. For information concerning city and county campaign ordinances, call the specific city or county in question.

Exception:

The Act's contribution limitations do not apply to contributions RECEIVED by general purpose recipient committees. However, there may be local ordinances limiting the amount of contributions a city or county general purpose recipient committee may receive.

The chart and other information on the following pages explain the limitations.

**Contribution Limitations
Based on a Special Election Cycle
and Special Runoff Election Cycle**

Contributor	Recipient	Limitation Per Cycle
Person (includes individuals, corporations, partnerships, etc.)	Candidate	\$1,000
Political Committee (does not include any committee controlled by a candidate)	Candidate	\$2,500
Broad Based Political Committee (does not include any committee controlled by a candidate)	Candidate	\$5,000
Political Party	Candidate	\$5,000
Candidate's Personal Funds	Candidate's Controlled Committee	No Limit

NOTES:

- "Contribution" includes monetary and non-monetary contributions, loans, loan guarantees, loan forgiveness, and enforceable promises to make a payment.
- The term "candidate" as used in this chart includes elected officeholders and any individual who solicits or receives contributions, or authorizes another person to solicit or receive contributions on his/her behalf, for the purpose of seeking nomination or election to any California state or local elective office which has become vacant.
- The term "political committee" means a committee of persons that receives contributions from two or more persons and acting in concert makes contributions to candidates.
- The term "broad based political committee" means a committee of persons which has been in existence for more than six months, receives contributions from one hundred or more persons, and acting in concert makes contributions to five or more candidates.

Aggregation of Contributions

Contributions from an individual's personal funds and from any other funds that he/she in fact directs and controls must be aggregated.

Contributions made by two or more entities must be aggregated if the same person or a majority of the same persons in fact directs and controls the contributions.

In addition, contributions made by business entities in a parent-subsidary relationship and business entities with the same controlling owner (more than 50%) must be aggregated unless the business entities act completely independently in their decisions to make contributions. A parent-subsidary relationship exists when one business entity owns more than 50% of another business entity.

Individuals may make separate contributions using jointly held funds (i.e., spouses may each contribute \$1,000 to a single candidate). When a contribution is made by a check bearing the imprinted name of more than one individual, however, it must be attributed to the individual who signs the check unless an accompanying document indicates the amount to be attributed to each individual. If each individual signs the check, the contribution must be attributed equally to each individual unless an accompanying document indicates otherwise. Accompanying documents must be signed by each contributing individual.

Return of Contributions in Excess of the Limitations

A contribution that either on its face exceeds the contribution limitations, or that aggregates to an amount exceeding the contribution limitations, may not be accepted. Such contributions are deemed not to have been accepted if they are returned **PRIOR TO DEPOSIT OR NEGOTIATION AND WITHIN 14 DAYS OF RECEIPT.**

Example:

The Committee to Elect Jason Miller received a \$2,400 check from the CA Federation of Ornamental Iron Workers PAC in connection with a special election. In reviewing the committee's records prior to depositing the check, the treasurer discovered that the Iron Workers had already contributed \$600 within the special election cycle. The treasurer must return the check for \$2,400 to the Iron Workers. The treasurer may not deposit the check or return only the portion that exceeds the contribution limitation.

|||||||

A non-monetary contribution in excess of the limits may be returned by returning to the contributor either the item donated or its monetary equivalent. When returning the monetary equivalent of a non-monetary contribution, it is permissible to return only the amount by which the value of the non-monetary contribution exceeds the contribution limits.

Part VIII.

Restrictions on Use of Campaign Funds

Campaign Fund Expenditures Must be Related to a Political, Legislative, or Governmental Purpose

Government Code Sections 89510-89519 regulate the expenditure of campaign funds. These provisions apply to campaign funds held by ~~candidate~~ elected officers, candidate controlled committees, ballot measure committees, committees opposed to a candidate or measure and recipient committees. In general, these provisions require that campaign fund expenditures be reasonably related to political, legislative, or governmental purposes. Expenditures that confer a substantial personal benefit on the candidate, committee or person authorized to approve the expenditure must be directly related to a political, legislative, or governmental purpose.

The provisions specifically restrict the use of campaign funds in the following areas:

Attorney's Fees:

Attorney's fees and other costs related to administrative, civil, or criminal litigation cannot be paid out of campaign funds. Certain exceptions apply.

Allowable expenses include, but are not limited to, a/an:

- Action to enjoin defamation;
- Defense of an action to enjoin defamation;
- Defense of an action for violation of state or local campaign, disclosure, or election laws;
- Contested election; or
- Recount.

(See also Fines, Penalties, Judgments, and Settlements below.)

Automobile Expenses:

Lease of Vehicle:

Payments for vehicle lease and operating costs (including, but not limited to, insurance, maintenance, and repairs) are permitted from campaign funds only if the lessee is the campaign committee or a state or local agency. Additionally, vehicle use must be directly related to a political, legislative, or governmental purpose.

Purchase of Vehicle:

Payments for purchase of a vehicle and associated operating costs (including, but not limited to, insurance, maintenance, and repairs) are permitted from campaign funds only if the campaign committee holds title to the vehicle. The committee treasurer, or any individual with authority to approve the expenditure of campaign funds, or a

member of his/her immediate family may not hold title to the vehicle. Vehicle use must also be directly related to a political, legislative, or governmental purpose.

Reimbursement for Use of a Personal Vehicle:

The staff of a committee may be reimbursed for use of a personal vehicle only if vehicle use directly relates to a political, legislative, or governmental purpose. The purpose and mileage must be documented in a manner approved by the Internal Revenue Service in connection with deductible mileage expenses. In addition, reimbursement cannot be made at a rate higher than allowed under Internal Revenue Code Section 162.

Charitable Donations:

Campaign funds may be used to make donations or loans to *bona fide* charitable, educational, civic, religious, or similar tax-exempt, non-profit organizations. A substantial part of the proceeds, however, cannot have a material financial effect on the committee treasurer, or any individual with authority to approve the expenditure of campaign funds, or a member of his/her immediate family. The donation or loan must also bear a reasonable relationship to a political, legislative, or governmental purpose.

Clothing:

Payments for campaign, business, and/or casual clothing are not allowable campaign fund expenditures. An exception is specialty clothing that is not suitable for everyday use and which is directly related to a political, legislative, or governmental activity.

Equipment and Appliances:

Campaign funds may be used to purchase, lease, or refurbish equipment or appliances only if the use of such equipment or appliances is directly related to political, legislative or governmental purposes. In addition, the lease or title may not be held, in whole or in part, in the name of the committee treasurer or any individual with authority to approve the expenditure of campaign funds, or a member of his/her immediate family.

Fines, Penalties, Judgments, and Settlements:

Fines, penalties, judgments, and/or settlements may not be paid from campaign funds, except in the case of:

- Parking citations incurred in the performance of political, legislative, or governmental activities;

...es incurred in connection with an action where use of campaign funds to pay attorney's fees is permitted e.g., fines, penalties, judgments or settlements which arise directly out of a committee's activities, such as defense of an action to enjoin defamation as part of an election campaign; an action arising from an election contest or recount; violation of campaign disclosure laws; and

- Fines imposed for late filing of campaign statements.

Gifts:

Payments for personal gifts, including tickets to entertainment and sporting events, are prohibited unless they are directly related to a political, legislative, or governmental purpose. Gifts totaling less than \$250 in a calendar year that are given to campaign employees or campaign workers are considered to be directly related to a political, legislative or governmental purpose. A gift to a member of the immediate family of a campaign employee or campaign worker is considered a gift to the employee or campaign worker.

Health-Related Expenses:

Payments for health-related expenses of a candidate, officeholder, or any individual with authority to approve the committee's expenditures, or members or his/her household are not permitted. This includes payments for physicians, dentists, psychiatrists, psychologists, and counselors; and medications, treatments, medical equipment, hospital expenses, health club dues, and special dietary foods. Employer costs associated with the health care benefits of committee employees or independent contractors are permitted.

Loans:

Campaign funds may be used for loans to *bona fide* charitable, educational, civic, religious, or similar tax-exempt, non-profit organizations. A substantial part of the proceeds cannot have a material financial effect on the committee treasurer, or any individual with authority to approve the expenditure of campaign funds, or a member of his/her immediate family. The loan must also bear a reasonable relationship to a political, legislative, or governmental purpose. Unless otherwise prohibited, campaign loans may also be made to a candidate, political party, or committee.

Professional Services:

Committees may pay for professional services only when the committee reasonably requires such services in the performance of its administrative functions.

Real Property:

Campaign funds may not be used to purchase real property. Campaign funds may be used to lease real property for no more than one year when use of property is directly related to a political, legislative or governmental purpose. The ~~committee treasurer~~ or any individual with authority to approve the committee's expenditures, or a member of his/her immediate family may not, however, be a lessee or sublessor of, or hold legal title in whole or in part in, the real property.

Salary and Compensation:

Any individual with authority to approve the committee's expenditures may not receive a salary or other compensation from campaign funds for the performance of political, legislative, or governmental activities. However, payment for professional services required by the committee in the performance of its functions and reimbursement for out-of-pocket expenses incurred for political, legislative, or governmental purposes are permitted. (See also Automobile Expenses on page 71.)

Tickets for Entertainment and Sporting Events:

Campaign funds may only be used to purchase tickets for entertainment and sporting events for an officer, director, employee, or staff of a committee if attendance is directly related to a political, legislative or governmental purpose.

Tickets to Political Fundraisers:

Unless otherwise prohibited or limited, campaign funds may be used to purchase tickets to certain types of political fundraisers for officers, directors, employees, or staff of a committee.

Travel and Accommodations:

Travel and accommodation expenses paid from campaign funds for any individual with authority to approve the committee's expenditures or employees or staff of a committee, must comply with standards of Internal Revenue Code Sections 162 and 274 (deduction of travel expenses for tax purposes).

Mileage credits earned or awarded pursuant to an airline bonus mileage program are considered to belong to the individual traveler. Mileage credits awarded or redeemed are not required to be disclosed on campaign statements.

Victory Celebration:

Payments for an election victory celebration or similar campaign event are permitted.

Part IX.

Prohibitions

The Act imposes certain prohibitions on committees. This part of the manual sets forth these prohibitions in detail.

Liability for Violations of the Political Reform Act

Any person who has filing obligations under the Act or who receives compensation in connection with activities the Act governs (such as an agent or independent contractor) and who causes or assists someone to violate the Act is subject to administrative sanctions. (Gov. Code Section 83116.5.)

Cash Contributions and Expenditures

Monetary contributions and expenditures of \$100 or more may not be made or received in cash. A written instrument, such as a check, must be used that contains names of both the payee and the donor. Likewise, a cashier's check may not be used to make contributions of \$100 or more unless names of both payee and donor appear on the check. (Gov. Code Section 84300.)

Use of Legal Name

A person may not make a contribution directly or indirectly in a name other than the name by which that person is identified for legal purposes. (Gov. Code Section 84301.)

Contributions by an Intermediary or Agent

A person may not make a contribution of \$100 or more, including a loan, on behalf of another while acting as an intermediary or agent, unless the person discloses the following to the recipient of the contribution:

- The intermediary or agent's own full name, street address, occupation, and employer's name, if any, or the name of the business, if self-employed; and
- The full name of the actual source of the contribution, his/her street address, occupation, and employer's name, if any, or the name of the business, if self-employed. (Gov. Code Section 84302.)

When the information on the written instrument is different than the name of the person who actually made the contribution, the person whose name is on the check is acting as an intermediary.

Expenditures by an Agent or Independent Contractor

An agent or independent contractor, such as an advertising agency or campaign consulting firm, may not make an expenditure on behalf of or for the benefit of any candidate or committee, except for payments of overhead or normal operating expenses, unless such expenditure is reported by the candidate or committee in the same detail as if it had been made by the candidate or committee directly.

FPPC Regulation 18431 specifies the types of expenditures the candidate or committee must itemize. The agent or independent contractor must provide to the candidate or committee all information required to be reported no later than three working days prior to the date the campaign statement must be filed (or within 24 hours if an expenditure is a late contribution or a late independent expenditure). (Gov. Code Section 84303.) For additional details, see page 28.

Anonymous Contributions

No person shall make an anonymous contribution or contributions to a candidate, committee, or any other person totaling \$100 or more in a calendar year. The entire amount of such anonymous contributions must be promptly paid to the Secretary of State for deposit into the General Fund of the State. (Gov. Code Section 84304.)

Commingling With Personal Funds

Contributions may not be commingled with the personal funds of the recipient or any other person. (Gov. Code Section 84307.)

Conflict of Interest and Campaign Contributions

Government Code Section 84308 requires the disqualification of some public officials in certain situations based upon the receipt of campaign contributions that exceed \$250. These officials, in addition, may not receive or solicit certain contributions.

Section 84308 applies to proceedings on licenses, permits, and other entitlements for use pending from such proceedings, if contributions in excess of \$250 have been received during the 12 months preceding the decision. Section 84308 also requires the disclosure of all such contributions.

Directly elected members of state and local governmental agencies are expressly exempted from the law's provisions. This includes, but is not limited to, the courts, the Legislature, state constitutional officers, the State Board of Equalization, boards of supervisors, and city councils. These members are exempt only when they act as an official of an exempt body or their committees. They must adhere to the law when they act as voting members of other non-exempt bodies, such as special districts, joint powers authorities, or regional planning agencies.

Delivering Campaign Contributions in State Buildings

No person may receive or personally deliver a contribution in the State Capitol, in any state office building, or in any office for which the state pays the majority of the rent. The only exception to this prohibition is a legislative district office. "Personally deliver" includes the delivery of a copy or facsimile of a contribution, and the original or a copy of a contribution transmittal letter. "Personally deliver" does not include contributions sent through the mail. (Gov. Code Section 84309, 2 Cal. Code of Regulations Section 18439.)

Newsletters Sent by or on Behalf of Elected Officeholders

Newsletters and other mass mailings may not be sent at public expense. Please refer to FPPC Regulation 2 Cal. Code of Regulations Section 18901 for a detailed description of this prohibition. (Gov. Code Section 89001.) Contact the Commission's Legal Division for further information at (916) 322-5660.

Expenditure of Public Funds

No public officer may expend and no candidate may accept any public funds for the purpose of winning election to office. (Gov. Code Section 85300.) This does not prevent cities, counties, or other local jurisdictions from subsidizing the cost of candidates' statements in ballot pamphlets, if the same benefit is available to all candidates for the same office.

Prohibition on Transfers

Officeholders and candidates may not transfer campaign funds to any other candidate for elective office who is subject to valid contribution limits. (Gov. Code Section 85304.)

Contributions from National Banks and National Corporations

The Federal Election Campaign Act (2 U.S.C. Section 441b) prohibits contributions from national banks and national corporations (or corporations established by an Act of Congress) in connection with any local, state, or federal election for political office. The Federal Election Commission should be contacted at (800) 424-9530 for more information.

Contributions from Foreign Nationals

The Federal Election Campaign Act (2 U.S.C. Section 441e) prohibits contributions from foreign nationals in connection with any local, state, or federal election for political office. Contact the Federal Election Commission at (800) 424-9530 for further information.

Raffles

Penal Code Section 319 prohibits some raffles. The local district attorney should be contacted for additional information.

Part X.

Common Campaign Disclosure Questions

A. Statement of Organization, Form 410 (Recipient Committee)

1. Must a committee wait until \$1,000 is received to file a Statement of Organization?

No. A committee may file a Statement of Organization before it actually qualifies. "Not yet qualified" should be entered in the "Date Qualified" space.

2. If a committee received a loan of \$1,000, would a Statement of Organization be required?

Yes. A loan used for political purposes is a contribution. (Gov. Code Section 82015.)

3. When is a committee's identification number required to be reported?

A committee is required to report its identification number on all campaign disclosure forms promulgated by the Commission. A committee may, but is not required to, include its identification number on its checks, mass mailings, political advertisements, letterhead, door hangers, bumper stickers, billboards or any other means of advertisement.

B. Reporting Contributions Received

1. How are donated items for an auction or garage sale - as well as the proceeds of the sale - reported?

The fair market value of items donated for sale at an auction or garage sale must be reported as non-monetary contributions on Schedule C. Non-monetary contributions of \$100 or more received during the calendar year must be itemized.

If the person who purchases the item pays fair market value, the proceeds are not "contributions" because the purchaser has received full and adequate consideration for the payment. Such receipts should be reported as "Miscellaneous Increases to Cash" on Schedule I. If the purchaser pays more than fair market value, the amount over the fair market value is a contribution that must be reported on Schedule A.

NOTE: The cumulative amount includes monetary and non-monetary contributions. If a person makes both monetary and non-monetary contributions during the calendar year, both totals are added together and reported as the calendar year cumulative amount.

2. If an individual holds a meeting or fundraiser for a committee in his/her home or office, must the committee report the event's cost as a contribution?

If the total cost of an event held in an individual's home or office is \$500 or less, the cost is not reported as a contribution. If the cost exceeds \$500, all payments for the event must be reported as an in-kind contribution. (Gov. Code Section 82015.)

3. If an individual contributes \$50 to a committee from personal funds and directs a \$50 contribution from business funds, is he/she considered a single source contributor of \$100 - an amount that must be itemized?

Yes. Contributions from an individual and his/her business, or from any other account he/she directs and controls, are from a single contributor and must be cumulated

4. May a committee accept a cash contribution of \$100 or more - or a contribution in the form of a written document, such as a money order - if the name of the contributor does not appear?

No. Contributions of \$100 or more must be on a written instrument that shows both the recipient and contributor's names. Expenditures of \$100 or more must also be on a written instrument that shows both the payee and payor's names.

5. May a committee accept contributions from foreign nationals?

No. The Federal Election Campaign Act, Section 441 (e) may be reviewed for details, or contact the Federal Election Commission for additional information. The toll free number is (800) 424-9530.

6. How is the fair market value of a non-monetary contribution determined?

The fair market value is the amount the recipient would pay for the item or service on the open market. This amount is not necessarily the same as the amount the contributor paid for the item or service.

For example, a committee receives free office space for use as campaign headquarters. The building owner incurs no cost as provider of the space, but the committee would pay \$150 per month to obtain similar space elsewhere. The fair market value of the office space is, therefore, \$150 per month.

If the committee is unable to determine the value of goods or services received, it may ask the contributor for this information in a written request. The contributor must then provide the recipient with a written estimate of the value of the non-monetary contribution.

7. Is an individual's personal time provided to a committee a contribution?

No. Volunteer personal services are not contributions and are not reportable on a campaign statement. (Gov. Code Section 82015.)

C. Reporting Expenditures Made

1. How are payments reported that an agent or independent contractor makes on behalf of a committee?

If an agent or independent contractor pays \$100 or more on behalf of a committee for a product or service, that payment must be itemized in the same detail as if the committee had made the payment directly.

FPPC Regulation 18431 specifies the types of payments made by an agent or independent contractor that must be itemized. See page 28 for detailed reporting information.

2. What is the proper method to report the investment of campaign funds in interest bearing accounts, or the purchase of certificates of deposit, stocks, etc?

Campaign funds held in an interest bearing or investment account are included in the "Beginning Cash Balance" figure on the Summary Page. This would include certificates of deposit, stock, shares in a municipal bond, or any other asset readily converted into cash.

Any interest received on such investments is reported on Schedule I as a "Miscellaneous Increase to Cash" during the period the interest is received. In addition, if an asset is converted into cash, any increase in value should be reported as a miscellaneous increase to cash on Schedule I. Any decrease in value should be reported on Schedule E.

3. How are loans reported that are made from campaign funds?

Loans made from campaign funds must be reported in Schedule H, Part I. Receipt of a loan repayment is reported in Schedule H, Part II. See page 72 for restrictions on loans made from campaign funds.

4. How are payments of a candidate's or another committee's bills reported?

If a committee pays a bill for a candidate or another committee, a non-monetary contribution has been made. Report the transaction in the following manner:

- If the payment is under \$100, enter the amount on Line 2 of the summary section of Schedule E, or
- If the payment is \$100 or more, enter the required information on Schedule E. This information includes the vendor or payee's name and address and, in the "Description of Payment" column, a description of the goods or services paid for. Also report the name, address, and I.D. number of the candidate or committee on whose behalf the payment was made.
- Then enter the required information on the Allocation Page at the front of the campaign statement.

5. What is the proper method to report in-kind (non-monetary) contributions made to a candidate or another committee for which a payment is not made?

Examples of such in-kind contributions are office space or stationery supplies already on hand. Such contributions are reported on the Allocation Page at the front of the statement. In addition to the information required on the Allocation Page, the following must be provided:

- A description of the goods or services contributed; and
- The fair market value of the goods or services.

6. How are travel payments made by a committee on behalf of an officeholder or candidate reported?

When itemizing payments or reimbursements for travel expenses or accommodations of an officeholder/candidate, or his/her representative, or a member of the officeholder/candidate's household, the date, destination and total expenditure for each trip must be disclosed.

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7. What are the filing requirements of a membership organization (e.g., a union or trade association) that makes contributions, if the organization has never made contributions in the past and is not formed for political purposes?

If the membership organization has not notified its members that it will use member dues to make contributions to support or oppose California state and local candidates or measures, the organization will qualify as a major donor committee if it makes contributions of \$10,000 or more in a calendar year. (See Information Manual E for instructions.) The organization will qualify as a recipient committee in any subsequent year that it makes contributions totaling \$1,000 in a calendar year. This is because its members have actual or constructive notice that the organization is engaging in political activity.

Example:

The Friends of Sacramento Libraries (FSL) is a nonprofit organization. Its purpose is to sponsor guest speakers for library events and funds are derived solely from membership dues. In 1994, FSL made a \$5,000 contribution to a primarily formed committee supporting a state ballot measure to increase library funding. As long as FSL had no history of making contributions or expenditures to support or oppose candidates or measures, a \$5,000 contribution would not qualify FSL as a committee in 1994. However, in any future year, FSL will qualify as a recipient committee if it makes contributions of \$1,000 or more in a calendar year.

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8. What are the criteria for determining when a contribution is made?

- Monetary contributions:
 - The date the check or other written instrument is mailed or delivered to the recipient or any agent of the recipient;
 - or
 - The date of the check or other written instrument provided it is not later than the date mailed or delivered.
- Late contributions:
 - The date mailed or delivered. (Maintain support documentation of delivery date.)
- Non-monetary contributions, whichever is earlier:
 - Date funds are spent by the contributor;
 - or
 - Date recipient candidate/committee or an agent receives the benefit or obtains control of the goods or services.

D. Mass Mailings

1. What is a mass mailing?
See page 55.

2. What identification is required on newspaper ads, yard signs, and other types of campaign literature other than mass mailings?

The Political Reform Act has no requirement for identification of campaign literature or advertisements, other than mass mailings by committees.

3. If a committee has more than one address, which address must be printed on the committee's mass mailing?

A committee may use the committee's post office box or any street address disclosed on the committee's Statement of Organization, Form 410.

E. Period the Campaign Statement Covers

1. How is a campaign statement period determined?

Except as noted below, the period a campaign statement covers - whether a quarterly, pre-election or semi-annual statement - begins with the day after the closing date of the most recently filed campaign statement through the closing date of the current reporting period. The period for the first statement filed begins on January 1 of the year in which the statement is filed.

Exception:

If a pre-election campaign statement must be filed for an election held during the first months of a calendar year, the period covered may extend into the previous calendar year (e.g., February election).

F. General Questions

1. Do prohibitions or limitations exist on the amount individuals, corporations, or committees may contribute?

The Political Reform Act imposes limits on contributions to state and local candidates being voted upon in a special election. There are no limits on contributions made to ballot measure committees. Prohibitions and limitations also apply under the Federal Election Campaign Act to candidates for federal office, and some cities and counties have ordinances that impose lower limits or lower itemization levels for disclosure at the local level.

These limitations are in addition to the requirements contained in the Political Reform Act. For information on federal law, call the Federal Election Commission toll-free at (800) 424-9530. Local officials will interpret city and county ordinances.

2. What happens if the committee treasurer is not available to sign a campaign statement on or before the filing deadline?

An agent of the treasurer may sign the campaign statement. The agent must attach an explanatory note to the statement stating that, as soon as the treasurer is available, he/she will verify and sign the statement and an amendment with the proper signature will be filed. In the event a committee treasurer will be unavailable to carry out his/her duties for an

extended time, a new treasurer should be designated and the committee's Statement of Organization, Form 410, amended.

3. What is the difference between Forms 450 and 420?

Form 450 may be used by recipient committees which have not received a contribution or other receipt that must be itemized (\$100 from a single source); and which have no outstanding loans or unpaid bills. Committees not eligible to use Form 450 must use Form 420.

4. When is itemization required on a campaign disclosure statement?

All contributions that aggregate to \$100 or more from a single source during a calendar year must be itemized. Required information includes the name, address, occupation, and employer of each contributor whose contributions aggregate \$100. For expenditures, the name and address of the payee of \$100 or more must be reported, and a description of the goods or services received must be itemized. Each campaign statement must contain the total amount of all receipts and expenditures made during the period covered, as well as the total cumulative amounts to date.

5. If there is no activity to report on a particular schedule in the Form 420, should the schedule be attached noting that no activity has occurred?

No. The schedule may be detached and discarded if no reportable activity has occurred. A zero must be entered on the appropriate line on the Summary Page.

6. May campaign funds be used for personal purposes?

No. See pages 71 and 73.

7. How are unpaid bills reported when the amount owed is in dispute?

The amount presumed to be owed is reported on Schedule F. If the amount paid during a subsequent reporting period is greater than the amount originally reported, the difference is itemized on Schedule F as if it were a new accrued expense. An explanation must be provided in the "Description of Outstanding Payment" column. If the amount paid is less than the amount originally reported, this amount should be itemized in the same manner. The "Amount Accrued" column should show the difference as a negative amount. In both cases, the total amount paid must be reported on Line 4, Schedule F and Line 4, Schedule E.

8. Are extensions given for campaign statement filing deadlines?

Except for deadlines that fall on a Saturday, Sunday, or official state holiday, no provisions exist for extensions of filing deadlines. A statement not filed on or before the deadline is considered late and is subject to late filing penalties.

9. Does a filing officer have to assess a fine if a campaign statement is filed after the deadline?

The filing officer is not required to enforce liability for a late filing if, on an impartial basis, he/she determines the late filing was not willful and enforcement of the liability would not further the Act's purposes. However, a filing officer who receives an original statement may not waive liability if such statement or report is not filed within 10 days (five days in the case of the second pre-election campaign statement) after the filing officer sends specific written notice of the filing requirement.

10. How much may be assessed as late fines?

The amount a filing officer assesses for original statements or reports is \$10 per day. The assessment starts the day after the deadline and continues until the statement or report is filed. No liability may exceed the cumulative amount stated in the late statement or report, or \$100, whichever is greater.

The amount a filing officer assesses for late filing of copies of statements or reports is \$10 per day. The assessment starts 10 days after the officer has sent specific written notice of the filing requirement (five days for the second pre-election campaign statement) and continues until the statement is filed. No liability may exceed the cumulative amount stated in the late statement or report, or \$100, whichever is greater.

11. Can non-profit associations make political contributions without loss of tax-exempt status?

The Franchise Tax Board and the Internal Revenue Service should be contacted regarding the tax status of individual associations.

12. Are recipient committees required to pay income taxes? Are political contributions tax deductible?

The Political Reform Act does not address tax questions associated with political contributions. The Franchise Tax Board or the Internal Revenue Service should be contacted for information.

H. Audits

1. Are the campaign disclosure statements filed by candidates and committees subject to audit?

Yes. A randomly selected number of recipient committees are audited each year. Detailed information is contained in Government Code Section 90001. See page 56 for additional information.

2. Who conducts the audits?

The Franchise Tax Board conducts the audits. The Fair Political Practices Commission conducts audits for candidates for State Controller and members of the State Board of Equalization.

Part XI.

Important Telephone Numbers

Questions on campaign disclosure and contribution limitations:

Fair Political Practices Commission (FPPC)
Technical Assistance Division
(916) 322-5660
FAX (916) 322-3711

Questions on committee tax status, tax-deductible contributions, 501(c)(3) groups or any other tax-related questions:

State Franchise Tax Board
(800) 852-5711
Statewide Automated Information
(800) 338-0505

To obtain a federal tax identification number:

Internal Revenue Service
(800) 829-1040

To obtain committee identification numbers and to receive copies of campaign statements filed by state officeholders, candidates, and committees:

Secretary of State
Political Reform Division
(916) 653-6224
FAX (916) 653-5045

Questions on federal elections, contributions from national banks, national corporations, and foreign nationals:

Federal Election Commission
(800) 424-9530

Agency Responsibilities

The FPPC has primary responsibility for interpretation and administration of the Political Reform Act. (Gov. Code Section 83111.)

The Secretary of State, and city and county clerks are filing officers for campaign disclosure statements. (Gov. Code Section 84215.)

The Franchise Tax Board is responsible for audits conducted in accordance with the Act. (Gov. Code Section 90000.)

The FPPC, the State Attorney General, and local district attorneys have enforcement authority under the Act. (Gov. Code Sections 91000 - 91015.)

Part XII.

Information Collection and Access

The Information Practices Act of 1977 requires that the following information is provided when information is collected from individuals.

Agency Name

Secretary of State

Title of official responsible for information maintenance

Manager, Political Reform Division

Address

1500 11th Street, Sacramento, CA 95814

Telephone number

(916) 653-6224

Fax number

(916) 653-5045

Authority that authorizes the maintenance of the information

Government Code Sections 81002, 81004, 81004.5, 81007, 81008, 81009, 81010, 82026, 82027, 83112, 83113, 84101-84107, 84200-84217, 84400, 85100-85307, 90001, 91000-91001.5, 91004, 91010, 91013; 2 California Code of Regulations Section 18401-18439.

All items of information on forms filed pursuant to the Political Reform Act are mandatory.

The consequences, if any, of failure to provide all or any part of the requested information

Remedies for a violation of the Political Reform Act's reporting requirements include:

- 1) an administrative enforcement proceeding before the Fair Political Practices Commission (Gov. Code Section 83116);
- 2) a criminal misdemeanor proceeding (Gov. Code Section 91000);
- 3) a civil action, including an action for injunctive relief (Gov. Code Sections 91003, 91004); and
- 4) levying of late penalties by filing officers (Gov.

The principal purpose(s) for which the information is to be used:

The information reveals campaign financing practices of officeholders, candidates, and campaign committees, and certain organizational information about campaign committees for public scrutiny.

Each individual has the right to review campaign disclosure files, unless exempted by the law.

All forms filed with the Secretary of State are subject to audit by the Franchise Tax Board and the Fair Political Practices Commission, and copies of these forms may be provided to the Franchise Tax Board and the Fair Political Practices Commission for auditing purposes. (Gov. Code Sections 90000, 90006.) In addition, agencies and enforcement authorities pursuant to the Political Reform Act may obtain copies of forms filed with the Secretary of State for enforcement purposes. The Fair Political Practices Commission, the Attorney General, district attorneys, and elected city attorneys of chartered cities have enforcement authority. (Gov. Code Sections 83116, 91001, 91001.5, 91003.) In addition, filing officers may levy late fees for statements or reports not filed on time (Gov. Code Section 91013.)

All reports and statements filed pursuant to the Political Reform Act are public records open for public inspection and reproduction (Gov. Code Section 81008.)

Separate information manuals are available for officeholders and candidates, and for various types of committees:

- **Manual A: Elected State and Local Officers (Including Judges) and Candidates for State and Local Elective Offices**
- **Manual B: Non-Controlled Committees Primarily Formed to Support or Oppose a State or Local Candidate**
- **Manual C: General Purpose Recipient Committees**
- **Manual D: Committees Primarily Formed to Support or Oppose the Qualification or Passage of a State or Local Ballot Measure (Including Ballot Measure Committees Controlled by an Officeholder or a Candidate)**
- **Manual E: Independent Expenditure Committees and Major Donor Committees**
- **Manual F: Campaign Disclosure Provisions of the Political Reform Act for State Mailer Organizations**

If you have questions on which manual you should use, call the Technical Assistance Division at (916) 322-5660.