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Information Manual D

Campaign Provisions of the Political Reform Act for:

- **Recipient Committees Formed to Support or Oppose the Qualification or Passage of a State or Local Ballot Measure (Including Committees Controlled by an Officeholder/Candidate)**

Prepared by the

Fair Political Practices Commission
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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.).

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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; telephone (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 55.)

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 officeholders 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 57 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; and
- 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 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 formed to support or oppose the qualification or passage of a state or local ballot measure or measures.

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 53 for where to file statements

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 "Date Qualified as Committee" box. 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 before 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 <small>(Government Code Sections 84101-84103)</small>		WHERE TO FILE: <small>File original and one copy of this form with Secretary of State Political Reform Division P.O. Box 1467 Sacramento, CA 95812-1467</small>	Date Stamp	STATEMENT OF ORGANIZATION FORM 410 <small>For Official Use Only</small>																																
Type or print in ink <input type="checkbox"/> Amendment <small>Check box if an Amendment and enter I.D. number</small> # _____		SEE INSTRUCTIONS ON REVERSE																																		
I Committee Information Date Qualified as Committee (Month Day Year) <u>7/2/96</u> <input type="checkbox"/> Check box if not yet qualified NAME OF COMMITTEE <u>Tree Doctors Association to Oppose Rock County Measure C</u> ADDRESS OF COMMITTEE (NOT P.O. BOX) NO. AND STREET <u>5213 Barber Street</u> <table border="1" style="width: 100%;"><tr><td>CITY <u>Stoneville</u></td><td>STATE <u>CA</u></td><td>ZIP CODE <u>54312</u></td><td>AREA CODE/PHONE NUMBER <u>(913) 455-6789</u></td></tr><tr><td colspan="2">COUNTY OF DOMICILE <u>Rock</u></td><td colspan="2">COUNTY WHERE COMMITTEE IS ACTIVE IF DIFFERENT THAN COUNTY OF DOMICILE</td></tr><tr><td colspan="4">MAILING ADDRESS (IF DIFFERENT) NO. AND STREET OR P.O. BOX <u>N/A</u></td></tr><tr><td>CITY <u>N/A</u></td><td>STATE</td><td>ZIP CODE</td><td>AREA CODE/PHONE NUMBER</td></tr></table>		CITY <u>Stoneville</u>	STATE <u>CA</u>	ZIP CODE <u>54312</u>	AREA CODE/PHONE NUMBER <u>(913) 455-6789</u>	COUNTY OF DOMICILE <u>Rock</u>		COUNTY WHERE COMMITTEE IS ACTIVE IF DIFFERENT THAN COUNTY OF DOMICILE		MAILING ADDRESS (IF DIFFERENT) NO. AND STREET OR P.O. BOX <u>N/A</u>				CITY <u>N/A</u>	STATE	ZIP CODE	AREA CODE/PHONE NUMBER	II Treasurer and Other Principal Officers NAME OF TREASURER <u>Tim Burr</u> MAILING ADDRESS <u>1001 North B Street</u> <table border="1" style="width: 100%;"><tr><td>CITY <u>Stoneville</u></td><td>STATE <u>CA</u></td><td>ZIP CODE <u>54312</u></td><td>AREA CODE/DAYTIME PHONE <u>(913) 366-2101</u></td></tr><tr><td colspan="4">NAME AND POSITION OF OTHER PRINCIPAL OFFICER(S)</td></tr><tr><td colspan="4">MAILING ADDRESS</td></tr><tr><td>CITY</td><td>STATE</td><td>ZIP CODE</td><td>AREA CODE/DAYTIME PHONE</td></tr></table> <small>Attach additional information on appropriately labeled continuation sheets</small>			CITY <u>Stoneville</u>	STATE <u>CA</u>	ZIP CODE <u>54312</u>	AREA CODE/DAYTIME PHONE <u>(913) 366-2101</u>	NAME AND POSITION OF OTHER PRINCIPAL OFFICER(S)				MAILING ADDRESS				CITY	STATE	ZIP CODE	AREA CODE/DAYTIME PHONE
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CITY	STATE	ZIP CODE	AREA CODE/DAYTIME PHONE																																	
III Disposition of Surplus Funds You must specify what disposition will be made of leftover campaign funds, if any, at termination <u>Donate to charity</u>																																				
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. <table border="0" style="width: 100%;"><tr><td>Executed on <u>7/2/96</u> At <u>Stoneville, CA</u> By _____ (Signature Required)</td></tr><tr><td>Executed on _____ At _____ By _____ SIGNATURE OF TREASURER</td></tr><tr><td>Executed on _____ At _____ By _____ SIGNATURE OF CONTROLLING OFFICER/HOLDER CANDIDATE OR STATE MEASURE PROPONENT</td></tr><tr><td>Executed on _____ At _____ By _____ SIGNATURE OF CONTROLLING OFFICER/HOLDER CANDIDATE OR STATE MEASURE PROPONENT</td></tr><tr><td>Executed on _____ At _____ By _____ SIGNATURE OF CONTROLLING OFFICER/HOLDER CANDIDATE OR STATE MEASURE PROPONENT</td></tr></table>					Executed on <u>7/2/96</u> At <u>Stoneville, CA</u> By _____ (Signature Required)	Executed on _____ At _____ By _____ SIGNATURE OF TREASURER	Executed on _____ At _____ By _____ SIGNATURE OF CONTROLLING OFFICER/HOLDER CANDIDATE OR STATE MEASURE PROPONENT	Executed on _____ At _____ By _____ SIGNATURE OF CONTROLLING OFFICER/HOLDER CANDIDATE OR STATE MEASURE PROPONENT	Executed on _____ At _____ By _____ SIGNATURE OF CONTROLLING OFFICER/HOLDER CANDIDATE OR STATE MEASURE PROPONENT																											
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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 56 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		<div style="background-color: black; width: 100px; height: 20px; margin: 0 auto;"></div>							
NAME OF COMMITTEE Tree Doctors Association to Oppose Rock County Measure C		<div style="background-color: black; width: 100px; height: 20px; margin: 0 auto;"></div>							
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.							
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Controlled Committee</div>									
• 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)							
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Primarily Formed Committee</div> 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 <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">SUPPORT</td> <td style="width: 50%; text-align: center;">OPPOSE</td> </tr> <tr> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> </tr> <tr> <td style="text-align: center;">SUPPORT</td> <td style="text-align: center;">OPPOSE</td> </tr> </table>		SUPPORT	OPPOSE	X	X	SUPPORT	OPPOSE
SUPPORT	OPPOSE								
X	X								
SUPPORT	OPPOSE								
Reforestation Measure C	Rock County								
<div style="border: 1px solid black; padding: 2px; display: inline-block;">General Purpose Committee</div> If not formed to support or oppose specific candidates or measures check ONE box to indicate if this is a: <input type="checkbox"/> CITY Committee or <input type="checkbox"/> COUNTY Committee or <input type="checkbox"/> STATE Committee									
PROVIDE BRIEF DESCRIPTION OF ACTIVITY									
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Sponsored Committee</div> 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 Tree Doctors Association		INDUSTRY GROUP OR AFFILIATION OF SPONSOR							
ADDRESS OF SPONSOR NO. AND STREET 5213 Barber Street	CITY Stoneville	STATE CA	ZIP CODE 54312						
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Broad Based Committee</div> 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.)									
<input type="checkbox"/> 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)							
<input type="checkbox"/> Check box if this committee no longer qualifies as a broad based committee.									

Times For Filing Forms 450 or 419

To determine when a ballot measure committee must file campaign statements, you must determine whether the committee is a primarily formed committee or a general purpose committee.

- **Primarily Formed Committees:**

Committees formed to qualify, support, or oppose a specific measure, including a recall measure, or a specific group of measures being voted upon in the same jurisdiction on the same date.

- **General Purpose Committees:**

Committees formed to qualify, support, or oppose various measures being voted upon in different elections.

NOTE: Committees which are controlled by an officeholder or candidate (i.e., the officeholder/candidate or his/her agent exercises significant influence on the committee's actions or decisions). Both primarily formed committees and general purpose committees may also qualify as controlled committees. Controlled ballot measure committees have additional filing requirements which are provided in the "Notes" below for primarily formed and general purpose ballot measure committees.

- **Primarily Formed Ballot Measure Committees**

Primarily formed ballot measure committees (controlled/non-controlled) will file campaign disclosure reports, Form 419 or 450, as follows:

Semi-Annual Statements

All primarily formed ballot measure 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.

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

Quarterly Statements

Before the Election:

In addition to semi-annual statements, quarterly statements are required to be filed during each six-month period in which the measure is not being voted upon. Quarterly statements must be filed on

or before April 30 (covering the period January 1 through March 31) and on or before October 31 (covering the period July 1 through September 30). Quarterly statements are not required during any semi-annual period in which the ballot measure is being voted upon.

After the Election:

After the election in which the measure was voted upon, if the committee makes expenditures or contributions to other measure committees, or it begins to raise contributions to support or oppose a different measure, the committee will be required to file quarterly statements pursuant to the above instructions.

Pre-Election Statements

In addition to the semi-annual and quarterly statements, pre-election statements must be filed in connection with the ballot measure election.

1995

June 6, 1995 Election:

Committees primarily formed to support or oppose measures being voted upon on June 6, 1995, must file the April and May pre-election statements specified in the filing schedule on page 50

November 7, 1995 Election:

Committees primarily formed to support or oppose measures being voted upon on November 7, 1995, must file the September and October pre-election statements specified in the filing schedule on page 50.

Elections Held on a Date OTHER THAN June 6 or November 7, 1995:

Committees primarily formed to support or oppose measures being voted upon on a date OTHER THAN June 6 or November 7, 1995, must file the pre-election statements specified in the "Modified Filing Schedule" on page 49.

1996

March 26, 1996 Election:

Committees primarily formed to support or oppose measures being voted upon on March 26, 1996, must file the February and March pre-election statements specified in the filing schedule on page 52.

June 4, 1996 Election:

Committees primarily formed to support or oppose measures being voted upon on June 4, 1996, must file the March and May pre-election statements specified in the Standard Filing Schedule on page 51.

November 5, 1996 Election:

Committees primarily formed to support or oppose measures being voted upon on November 5, 1996, must file the October 7 and October 24 pre-election statements specified in the Standard Filing Schedule on page 51.

Elections Held on a Date OTHER THAN March 26, June 4 or November 5, 1996:

Committees primarily formed to support or oppose measures being voted upon on a date OTHER THAN March 26, June 4 or November 5, 1996, must file the pre-election statements specified in the "Modified Filing Schedule" on page 49.

Additional Special Reports

In addition to semi-annual, quarterly 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 40.

NOTE:

Additional Filing Requirements for Primarily Formed Ballot Measure Committees Controlled by an Officeholder/Candidate (Including Recall Committees)

Controlled committees primarily formed to qualify/support/oppose LOCAL ballot measure(s) (including recall measures):

In addition to the above filing requirements controlled committees primarily formed to qualify, support, or oppose local ballot measures must file pre-election campaign statements whenever the controlling candidate/officeholder is required to file pre-election campaign statements. The ballot measure committee's statements must be filed in the jurisdiction of the ballot measure election as well as the controlling candidate/officeholder's jurisdiction, if different.

Example:

Jack Leeper, mayor of the city of Coulter, controlled a local ballot measure committee which supported an issue on the April, 1995 ballot. During 1996 he continued to raise money into the measure's campaign account solely to pay debts incurred during 1995. Leeper ran for re-election in November, 1996. Both the re-election committee and his ballot measure committee must file the OCTOBER 7 and OCTOBER 24 pre-election statements.

|||||||

Controlled committees primarily formed to qualify/support/oppose STATE ballot measure(s) (including recall measures):

Controlled committees primarily formed to qualify, support, or oppose state ballot measures are not required to file statements in connection with the controlling candidate/officeholder's election(s) and are only required to file in the places designated for state ballot measure committees (e.g., Secretary of State, Los Angeles County, San Francisco City and County, and the committee's county of domicile).

● **General Purpose Ballot Measure Committees**

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

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

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

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

General purpose ballot measure committees (controlled/non-controlled) file campaign disclosure reports, Form 419 or 450, as follows:

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 ballot measure 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 ballot measure committees must file pre-election statements as follows:

1995

During 1995, STATE and COUNTY general purpose ballot measure committees are not required to file regular pre-election statements. Such committees may be required to file the special reports described on pages 40-48.

CITY general purpose ballot measure 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.

1996

During 1996, STATE and COUNTY general purpose ballot measure committees must file the pre-election statements specified in the Standard Filing Schedule on page 51 if they make contributions or independent expenditures totaling \$500 or more during the period covered by the pre-election statement.

CITY general purpose ballot measure 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 election will be held on June 4 or November 5, 1996, the pre-election filing deadlines are specified in the Standard Filing Schedule on page 51. If the city election will be held on a date other than June 4 or November 5, 1996, refer to the "Modified Filing Schedule" on page 49.

Quarterly Statements

General purpose ballot measure committees are not required to file quarterly statements.

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 40.

NOTE:

Additional Filing Requirements for General Purpose Ballot Measure Committees Controlled by an Officeholder/Candidate (Including Recall Committees)

Officeholder/candidate controlled ballot measure committees are required to file semi-annual and pre-election campaign statements based on the instructions provided above. In addition, all controlled general purpose ballot measure committees must file pre-election campaign statements whenever the controlling candidate/officeholder is required to file campaign statements.

The committee's campaign statements must be filed with the officeholder/candidate's filing officers as well as any other place(s) it is required to file statements as a general purpose ballot measure committee.

Example:

Sandy Piper, Mayor of Sierra City, controls a committee that supports/opposes both state and local ballot measures. The state general purpose ballot measure committee is required to file its campaign statement with the Secretary of State, Los Angeles County, San Francisco City and County, and the committee's county of domicile. In addition, the committee must file statements with the city clerk of Sierra City.

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

Method of Delivery	Considered Received
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 or less pages 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.

Recipient Committee Campaign Statement - Short Form, Form 450

Ballot measure 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 quarterly, 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.

If a candidate, officeholder, or the proponent of a state ballot measure controls the committee, he or she also must review the information contained in the statement and sign the verification. If more than three candidates, officeholders, or state measure proponents control the committee, one of them may sign on behalf of all of the controlling candidates/officeholders/proponents.

Detailed instructions appear on Form 450.

Recipient Committee Campaign Statement — Short Form		SHORT FORM													
<p>Type or print in ink</p> <p>SEE INSTRUCTIONS ON REVERSE</p> <p>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.</p> <p>Check one of the following boxes to indicate the type of statement being filed:</p> <table border="0" style="width: 100%;"><tr><td><input type="checkbox"/> Pre-election Statement</td><td><input type="checkbox"/> Quarterly Statement</td><td><input type="checkbox"/> Supplemental Pre-election Statement (Attach a completed Form 495 to this statement.)</td></tr><tr><td><input checked="" type="checkbox"/> Semi-annual Statement</td><td><input type="checkbox"/> Special Odd-year Campaign Report</td><td><input type="checkbox"/> Termination Statement (Attach a completed Form 415 to this statement.)</td></tr></table>		<input type="checkbox"/> Pre-election Statement	<input type="checkbox"/> Quarterly Statement	<input type="checkbox"/> Supplemental Pre-election Statement (Attach a completed Form 495 to this statement.)	<input checked="" type="checkbox"/> Semi-annual Statement	<input type="checkbox"/> Special Odd-year Campaign Report	<input type="checkbox"/> Termination Statement (Attach a completed Form 415 to this statement.)	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; vertical-align: top;">Statement 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></td><td style="width: 50%; vertical-align: top;">Date Stamp <div style="border: 1px solid black; padding: 5px; text-align: center;">450</div><div style="border: 1px solid black; padding: 5px;">Page <u>1</u> of <u>3</u> For Official Use Only</div></td></tr></table>		Statement 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 <div style="border: 1px solid black; padding: 5px; text-align: center;">450</div> <div style="border: 1px solid black; padding: 5px;">Page <u>1</u> of <u>3</u> For Official Use Only</div>				
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<p>I Committee Information</p> <table border="0" style="width: 100%;"><tr><td style="width: 50%; vertical-align: top;"><p>NAME OF COMMITTEE <u>Olive Growers Assn to Oppose Proposition 6</u></p><p>ADDRESS OF COMMITTEE (NO. AND STREET) <u>4212 Pimento Lane</u></p><p>CITY <u>Grove</u> STATE <u>CA</u> ZIP CODE <u>92345</u></p><p>AREA CODE/PHONE NUMBER <u>(455) 444-5555</u></p></td><td style="width: 50%; vertical-align: top;"><p>ID NUMBER <u>966543</u></p><p>NAME OF TREASURER <u>Walter Raines</u></p><p>PERMANENT ADDRESS OF TREASURER (NO. AND STREET) <u>712 Pitts Road</u></p><p>CITY <u>Grove</u> STATE <u>CA</u> ZIP CODE <u>92345</u></p><p>AREA CODE/DAYTIME PHONE NUMBER <u>(455) 444-6666</u></p></td></tr></table>				<p>NAME OF COMMITTEE <u>Olive Growers Assn to Oppose Proposition 6</u></p> <p>ADDRESS OF COMMITTEE (NO. AND STREET) <u>4212 Pimento Lane</u></p> <p>CITY <u>Grove</u> STATE <u>CA</u> ZIP CODE <u>92345</u></p> <p>AREA CODE/PHONE NUMBER <u>(455) 444-5555</u></p>	<p>ID NUMBER <u>966543</u></p> <p>NAME OF TREASURER <u>Walter Raines</u></p> <p>PERMANENT ADDRESS OF TREASURER (NO. AND STREET) <u>712 Pitts Road</u></p> <p>CITY <u>Grove</u> STATE <u>CA</u> ZIP CODE <u>92345</u></p> <p>AREA CODE/DAYTIME PHONE NUMBER <u>(455) 444-6666</u></p>										
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<p>II Committee Type (check boxes) Is this a controlled committee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Is this a sponsored committee? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Is this a broad based committee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>															
<p>III Verification</p> <p>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.</p> <table border="0" style="width: 100%;"><tr><td>Executed on <u>1/22/97</u> DATE</td><td>At <u>Grove, CA</u> CITY AND STATE</td><td>By _____ SIGNATURE OF TREASURER</td></tr></table> <p>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.</p> <table border="0" style="width: 100%;"><tr><td>Executed on <u>1/22/97</u> DATE</td><td>At <u>Grove, CA</u> CITY AND STATE</td><td>By _____ SIGNATURE OF OFFICER, CANDIDATE, PROPONENT OR RESPONSIBLE OFFICER</td></tr><tr><td>Executed on _____ DATE</td><td>At _____ CITY AND STATE</td><td>By _____ SIGNATURE OF OFFICER, CANDIDATE OR PROPONENT</td></tr><tr><td>Executed on _____ DATE</td><td>At _____ CITY AND STATE</td><td>By _____ SIGNATURE OF OFFICER, CANDIDATE OR PROPONENT</td></tr></table>				Executed on <u>1/22/97</u> DATE	At <u>Grove, CA</u> CITY AND STATE	By _____ SIGNATURE OF TREASURER	Executed on <u>1/22/97</u> DATE	At <u>Grove, CA</u> CITY AND STATE	By _____ SIGNATURE OF OFFICER, CANDIDATE, PROPONENT OR RESPONSIBLE OFFICER	Executed on _____ DATE	At _____ CITY AND STATE	By _____ SIGNATURE OF OFFICER, CANDIDATE OR PROPONENT	Executed on _____ DATE	At _____ CITY AND STATE	By _____ SIGNATURE OF OFFICER, CANDIDATE OR PROPONENT
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<small>State of California Fair Political Practices Commission</small>															

**Recipient Committee
Campaign Disclosure Statement
Summary Page**

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

Statement covers period		SHORT FORM	
from	10/20/96	450	
through	12/31/96	Page	2 of 3
		ID NUMBER	966543

NAME OF COMMITTEE

Olive Growers Assn to Oppose Proposition 6

Expenditures Made

1 Expenditures of \$100 or more made this period \$ 6,439

2 Expenditures under \$100 (Not itemized) 1,823

3 SUBTOTAL EXPENDITURES MADE THIS PERIOD Add Lines 1 + 2 \$ 8,262

4 Total expenditures made from previous statement Previous Summary Page, Line 5 4,921

(If this is the first statement for the calendar year, enter zero.)

5 TOTAL EXPENDITURES MADE TO DATE Add Lines 3 + 4 \$ 13,183

Contributions Received

6 Monetary contributions received this period \$ 5,000*

7 Non-monetary contributions received this period 0

8 Total contributions received from previous statement Previous Summary Page, Line 9 \$ 8,500

(If this is the first statement for the calendar year, enter zero.)

9 TOTAL CONTRIBUTIONS RECEIVED TO DATE Add Lines 6 + 7 + 8 \$ 13,500

Current Cash Statement

10 Beginning cash balance Previous Summary Page, Line 14 \$ 3,579

11 Cash receipts this period Line 6 above 5,000

12 Miscellaneous increases to cash 79

13 Cash expenditures this period Line 3 above 8,262

14 ENDING CASH BALANCE THIS PERIOD Add Lines 10 + 11 + 12 then subtract Line 13 \$ 396

* Association is the intermediary for its members. No member has contributed \$100 or more

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

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

Statement covers period		SHORT FORM	
from	10/20/96	450	
through	12/31/96	Page	3 of 3
		ID NUMBER	966543

SEE INSTRUCTIONS ON REVERSE

NAME OF COMMITTEE

Olive Growers Assn to Oppose Proposition 6

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 ID NUMBER OR, IF NO ID 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 SUPPORT OPPOSE	IND EXP **	AMOUNT THIS PERIOD	CUMULATIVE AMOUNTS TO DATE**
10/30	Hal's Print Shop 223 Vine Street Grove, CA	Printing Flyer	Water Use Limit Proposition 6	X		3,400	Calendar Year \$ 11,360 Other
10/30	Western Broadcasting 448 B Street Grove, CA	Broadcast Advertising	Water Use Limit Proposition 6	X		3,039	Calendar Year \$ 11,360 Other
							Calendar Year \$ Other
							Calendar Year \$ Other
							Calendar Year \$ Other
							Calendar Year \$ Other
SUBTOTAL \$ 6,439							

* Required only for payments which are contributions or independent expenditures

** See instructions on reverse regarding independent expenditures and reporting cumulative amounts

Ballot Measure Committee Campaign Statement - Long Form, Form 419

Ballot measure committees must use Form 419 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 quarterly, 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 and Part II - Committee Type

The information disclosed on Parts I and II 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.

If a candidate, officeholder, or the proponent of a state ballot measure controls the committee, he or she also must review the information contained in the statement and sign the verification. If more than three candidates, officeholders, or state measure proponents control the committee, one of them may sign on behalf of all of the controlling candidates/officeholders/proponents.

Detailed instructions appear on Form 419.

Ballot Measure Committee Campaign Disclosure Statement — Long Form <small>(Government Code Sections 84200-84216.5)</small> SEE INSTRUCTIONS ON REVERSE		Type or print in ink	COVER PAGE - LONG FORM	
Check one of the following boxes to indicate the type of statement being filed		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> <small>For Official Use Only</small>
<input type="checkbox"/> Pre-election Statement <input type="checkbox"/> Quarterly Statement <input checked="" type="checkbox"/> Semi-annual Statement <input type="checkbox"/> Termination Statement (Attach a completed Form 415 to this statement)		Date of election if applicable (Month, Day, Year) <u>11/5/96</u>		
I Committee Information				
NAME OF COMMITTEE <u>Committee for Blue Skies, A Committee to Support Measure A</u>		NAME OF TREASURER <u>Wendy Martinez</u>		
ADDRESS OF COMMITTEE (NO AND STREET) <u>1551 March Lane</u>		PERMANENT ADDRESS OF TREASURER (NO AND STREET) <u>1414 West Street</u>		
CITY <u>Woodbury</u>	STATE <u>CA</u>	ZIP CODE <u>92121</u>	CITY <u>Woodbury</u> STATE <u>CA</u> ZIP CODE <u>92121</u>	
AREA CODE/PHONE NUMBER <u>(612) 444-5555</u>		AREA CODE/DAYTIME PHONE <u>(616) 441-5445</u>		
<i>Attach additional information on appropriately labeled continuation sheets</i>				
II Committee Type (See definitions and special instructions on reverse)				
• Is this a sponsored committee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No • Is this committee primarily formed to support or oppose a single measure, qualification of a single measure, or specific measures being voted upon in a single city, county, or state election? (If yes, complete the following) <input type="checkbox"/> No				
NAME OF BALLOT MEASURE <u>Clean Air Measure</u>		JURISDICTION <u>City of Woodbury</u>	BALLOT NO. OR LETTER <u>A</u>	SUPPORT <input checked="" type="checkbox"/> X
• Is this committee controlled by an officeholder, candidate, or state measure proponent? (If yes, complete the following) <input checked="" type="checkbox"/> No				
NAME OF OFFICEHOLDER, CANDIDATE OR PROPONENT		OFFICE SOUGHT OR HELD		DISTRICT NO. IF ANY
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 <u>1/28/97</u>	At <u>Woodbury, CA</u>	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 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 _____	At _____	By _____		
DATE	CITY AND STATE	SIGNATURE OF CANDIDATE/OFFICEHOLDER/RESPONSIBLE OFFICER		
Executed on _____	At _____	By _____		
DATE	CITY AND STATE	SIGNATURE OF CANDIDATE/OFFICEHOLDER/PROPONENT		
Executed on _____	At _____	By _____		
DATE	CITY AND STATE	SIGNATURE OF CANDIDATE/OFFICEHOLDER/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				

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, committee, or another ballot measure or qualification effort.

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.

NOTES:

- If a committee primarily formed to support or oppose a ballot measure makes contributions (including loans) or independent expenditures to support or oppose candidates, officeholders, other committees, or ballot measures other than the measure(s) for which the committee is primarily formed, it may qualify as another type of committee (e.g., a general purpose committee) which has different disclosure obligations.
- California Elections Code Section 29795 contains trust provisions which restrict the use of funds held by state ballot measure committees. The California Attorney General interprets and enforces the Elections Code.

Detailed instructions appear on Form 419.

Ballot Measure Committee Allocation Page		Type or print in ink. Amounts may be rounded to whole dollars		ALLOCATION PAGE	
SEE INSTRUCTIONS ON REVERSE		Statement covers period from <u>10/20/96</u> through <u>12/31/96</u>		419	
NAME OF COMMITTEE		Page <u>2</u> of <u>16</u>		ID NUMBER	
Committee for Bluer Skies, Committee to Support Measure A				963429	
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 SUPPORT OPPOSE	IND EXP*	AMOUNT THIS PERIOD	CUMULATIVE TO DATE CALENDAR YEAR (JAN 1 - DEC 31)
11/1	Committee for Clean Air in California, Yes on Prop 12 (statewide jurisdiction)	X		500	5,500
11/3	Committee for Clean Air in California, Yes on Prop 12 (Loan)	X		3,000	5,500
*See reverse regarding independent expenditures				SUBTOTAL \$	3,500
<div style="display: flex; justify-content: space-between;"> <div> Allocation Summary 1 Contributions and independent expenditures of \$100 or more made this period (Include all Allocation Page subtotals) \$ <u>3,500</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 total to the Summary Page) TOTAL \$ <u>3,500</u> </div> <div style="font-size: small;"> Attach additional information on appropriately labeled continuation sheets </div> </div>					

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.

Ballot Measure Committee Summary Page		Type or print in ink Amounts may be rounded to whole dollars	SUMMARY PAGE	
SEE INSTRUCTIONS ON REVERSE			Statement covers period from 10/20/96 through 12/31/96	Page 3 of 16
NAME OF COMMITTEE Committee for Bluer Skies. Committee to Support Measure A			ID NUMBER 963429	
Contributions Received				
1 Monetary Contributions	Schedule A, Line 3	\$ 54,922	\$ 78,423	\$ 133,345
2 Loans Received	Schedule B, Line 7	(5,000)	25,000	20,000
3 SUBTOTAL CASH CONTRIBUTIONS	Add Lines 1 + 2	\$ 49,922	\$ 103,423	\$ 153,345
4 Non-monetary Contributions	Schedule C, Line 3	5,987	6,844	12,831
5 SUBTOTAL CONTRIBUTIONS (Exclude Enforceable Promises)	Add Lines 3 + 4	\$ 55,909	\$ 110,267	\$ 166,176
6 Enforceable Promises (Exclude Loan Guarantees, Line 18 below)	Schedule D, Line 7	(4,000)	4,000	0
7 TOTAL CONTRIBUTIONS RECEIVED	Add Lines 5 + 6	\$ 51,909	\$ 114,267	\$ 166,176
Expenditures Made				
8 Cash Payments (Other than Loans Made)	Schedule E, Line 5	\$ 45,687	\$ 72,363	\$ 118,050
9 Loans Made	Schedule H, Line 7	1,000	2,000	3,000
10 SUBTOTAL CASH PAYMENTS	Add Lines 8 + 9	\$ 46,687	\$ 74,363	\$ 121,050
11 Accrued Expenses (Unpaid Bills)	Schedule F, Line 5	686	1,314	2,000
12 TOTAL EXPENDITURES MADE	Add Lines 10 + 11	\$ 47,373	\$ 75,677	\$ 123,050
Current Cash Statement				
13 Beginning Cash Balance	Previous Summary Page, Line 17	\$ 6,629		
14 Cash Receipts	Column A, Line 3 above	49,922		
15 Miscellaneous Increases to Cash	Schedule I, Line 4	3,248		
16 Cash Payments	Column A, Line 10 above	46,687		
17 ENDING CASH BALANCE	Add Lines 13 + 14 + 15, then subtract Line 16	\$ 13,112		
If this is a termination statement, Line 17 must be zero			ENDING CASH BALANCE SHOULD NOT BE A NEGATIVE AMOUNT	
18 LOAN GUARANTEES RECEIVED	Schedule B, Part I, Column (b)	\$ 5,000		
Cash Equivalents and Outstanding Debts				
19 Cash Equivalents	See instructions on reverse	\$ 0		
20 Outstanding Debts	Add Line 2 + Line 11 in Column C above	\$ 22,000		

* 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).

Form 419, Summary Page - Con't

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.

Detailed instructions appear on Form 419.

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 63. 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.

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, contributions from certain combinations of persons and entities must be aggregated. See page 55.

Schedule A Monetary Contributions Received			Type or print in ink. Amounts may be rounded to whole dollars		SCHEDULE A	
SEE INSTRUCTIONS ON REVERSE			Statement covers period from <u>10/20/96</u> through <u>12/31/96</u>		Page <u>4</u> of <u>16</u>	
NAME OF COMMITTEE Committee for Bluer Skies, Committee to Support Measure A			ID NUMBER 963429			
DATE RECEIVED	FULL NAME AND ADDRESS OF CONTRIBUTOR (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)	OCCUPATION AND EMPLOYER (IF SELF EMPLOYED, ENTER NAME OF BUSINESS)	AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TO DATE CALENDAR YEAR (JAN 1 - DEC 31)		
10/21	Dan McCluskey 4291 Oak Lane Oakdale, CA Intermediary	Lieutenant Oakdale Police Department	175	200		
	Margo Hughes 723 Wildwood Court Oakdale, CA	Detective Oakdale Police Department				
10/28	Hal Munson 492 Broadway Oakdale, CA	Detective Oakdale Police Department	50	100		
11/6	California Cat Breeders PAC 123 Persian Lane Los Gatos, CA ID #790234		4,000	4,000		
12/10	Fran Smith 110 Maybelline Way Woodbury, CA	Owner Fern's Ferns	250	750*		
			*Cumulated with non-monetary.			
			SUBTOTAL \$		4,475	

Monetary Contributions Summary	
1 Amount received this period — contributions of \$100 or more (Include all Schedule A subtotals)	\$ <u>4,475</u>
2 Amount received this period — contributions of less than \$100 (Do not itemize)	\$ <u>50,447</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>54,922</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 campaign I.D. number). See page 57 for detailed information.

Detailed instructions appear on Form 419.

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 419.

Schedule B — Part I Loans Received		Type or print in ink Amounts may be rounded to whole dollars		Statement covers period from <u>10/20/96</u> through <u>12/31/96</u>		SCHEDULE B - Part I 419 Page <u>5</u> of <u>16</u> ID NUMBER <u>963429</u>	
SEE INSTRUCTIONS ON REVERSE							
NAME OF COMMITTEE Committee for Bluer Skies, Committee to Support Measure A							
DATE RECEIVED	LENDER OR GUARANTOR'S FULL NAME AND ADDRESS (IF COMMITTEE ENTER FULL NAME, ADDRESS AND ID NUMBER. IF NO ID 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
10/21	Bank of Woodbury 123 Main Street Woodbury, CA <input checked="" type="checkbox"/> Lender <input type="checkbox"/> Guarantor*		6/30/97 14%	5,000	\$		\$
	Edward Bauer 722 Ferris Drive Woodbury, CA (Bank of Woodbury) <input type="checkbox"/> Lender <input checked="" type="checkbox"/> Guarantor*	Physician Woodbury Hospital	DUE DATE INTEREST RATE		CALENDAR YEAR	2,500	2,500
	Ross Marler 1234 Duckling Way Woodbury, CA (Bank of Woodbury) <input type="checkbox"/> Lender <input checked="" type="checkbox"/> Guarantor*	Attorney Marler & Woods	DUE DATE INTEREST RATE		CALENDAR YEAR	2,500	2,500
*See important instructions on reverse				SUBTOTAL	(a) \$ <u>5,000</u>	(b) \$ <u>5,000</u>	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)				\$ <u>5,000</u>			
2 Loans under \$100 received this period (Do not itemize)				\$ <u>0</u>			
3 Total loans received this period (Add Lines 1 and 2)				TOTAL \$ <u>5,000</u>			
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.)				\$ <u>10,000</u>			
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				\$ <u>0</u>			
6 Total loans repaid, forgiven, or paid by a third party this period (Add Lines 4 + 5)				TOTAL \$ <u>10,000</u>			
7 Net change this period (Subtract Line 6 from Line 3) Enter the net here and on the Summary Page, Column A, Line 2				NET \$ <u>(5,000)</u> <small>May be a negative number</small>			

- **Repayments Made on Loans Received**
- **Loans Forgiven by the Lender**
- **Loans Repaid by a Third Party**

Information regarding a lender who forgives a loan, or a third party that makes a loan payment, must be entered on Schedule B, Part II. Forgiveness of a loan, or payment on a loan by a third party, is a contribution and must also be disclosed on Schedule A. Do not report the repayment of a loan on Schedule E.

Detailed instructions appear on Form 419.

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Schedule B, Part III: Annual Report of Outstanding Loans

On the semi-annual campaign statement filed for the period ending December 31, summarize all outstanding loans received. If the committee terminates prior to December 31, the annual report should be included with the last campaign statement filed.

All loans received, of which any part of the loan was outstanding between January 1 and December 31, must be disclosed

Detailed instructions appear on Form 419.

Schedule B — Part III Annual Report of Outstanding Loans Received			Type or print in ink Amounts may be rounded to whole dollars		Statement covers period from <u>10/20/96</u> through <u>12/31/96</u>		SCHEDULE B - Part III Page <u>7</u> of <u>16</u> ID NUMBER <u>963429</u>	
SEE INSTRUCTIONS ON REVERSE								
NAME OF COMMITTEE Committee for Bluer Skies, Committee to Support Measure A								
FULL NAME OF LENDER	ORIGINAL DATE OF LOAN	AMOUNT OF ORIGINAL LOAN	UNPAID PRINCIPAL	UNPAID INTEREST				
William Soundly	4/23/96	6,500	0	0				
California Environment Fund	5/21/96	25,000	15,000	0				
Bank of Woodbury	10/21/96	5,000	5,000	231				
Attach additional information on appropriately labeled continuation sheets			TOTAL	\$	20,000			

NOTE: This total should be the same amount as entered on the Summary Page, Column C, Line 2

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 419.

Schedule C Non-Monetary Contributions Received			Type or print in ink Amounts may be rounded to whole dollars		Statement covers period from 10/20/96 through 12/31/96		SCHEDULE C Page 8 of 16 ID NUMBER 963429	
SEE INSTRUCTIONS ON REVERSE								
NAME OF COMMITTEE Committee for Bluer Skies, Committee to Support Measure A								
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)	DESCRIPTION OF GOODS OR SERVICES	FAIR MARKET VALUE	CUMULATIVE TO DATE CALENDAR YEAR (JAN 1 - DEC 31)			
10/25	Fern's Ferns 110 Maybelline Way Woodbury, CA		Plants for Fundraiser	500	See Schedule A			
10/26	Brian's Appliances 423 Lincoln Avenue Woodbury, CA		Television for Auction	675	675			
Attach additional information on appropriately labeled continuation sheets				SUBTOTAL \$		1,175		
Non-Monetary Contributions Summary								
1 Amount received this period — non-monetary contributions of \$100 or more (Include all Schedule C subtotals)				\$		1,175		
2 Amount received this period — non-monetary contributions of less than \$100 (Do not itemize)				\$		4,812		
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 \$		5,987		

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 the 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 419.

Schedule D Enforceable Promises Received (Other than Loan Guarantees, Loan Endorsements, and Loan Security)					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.					Type or print in ink Amounts may be rounded to whole dollars	
NAME OF COMMITTEE Committee for Bluer Skies, Committee to Support Measure A					Statement covers period from 10/20/96 through 12/31/96	
ID NUMBER 963429					Page 9 of 16	
DATE RECEIVED	FULL NAME AND ADDRESS OF CONTRIBUTOR (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)	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)	
11/6	California Cat Breeders PAC 123 Persian Lane Los Gatos, CA ID #790234		0	4,000	0	
Attach additional information on appropriately labeled continuation sheets			SUBTOTALS \$	(a) 0	(b) 4,000	

Enforceable Promises Received Summary	
1 Promises received of \$100 or more this period (Column (a))	\$ 0
2 Promises received under \$100 this period (Do not itemize)	\$ 0
3 Total promises received this period (Add Lines 1 and 2)	TOTAL \$ 0
4 Payments received on promises of \$100 or more this period (Column (b))	\$ 4,000
5 Payments received on promises under \$100 this period (Do not itemize. Also include on Schedule A Summary, Line 2)	\$ 0
6 Total payments received (Add Lines 4 and 5)	TOTAL \$ 4,000
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 \$ (4,000) <small>May be a negative number</small>

Form 419 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 other 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, 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.		Statement covers period from 10/20/96 through 12/31/96		SCHEDULE E Page 10 of 16																
SEE INSTRUCTIONS ON REVERSE						ID NUMBER 963429																
NAME OF COMMITTEE Committee for Bluer Skies, Committee to Support Measure A																						
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.																						
<table border="0"><tr><td>"C" - MONETARY AND IN-KIND (NON-MONETARY) CONTRIBUTIONS TO OTHER CANDIDATES AND COMMITTEES</td><td>"B" - BROADCAST ADVERTISING</td><td>"G" - GENERAL OPERATIONS AND OVERHEAD</td></tr><tr><td>"I" - INDEPENDENT EXPENDITURES</td><td>"N" - NEWSPAPER AND PERIODICAL ADVERTISING</td><td>"T" - TRAVEL, ACCOMMODATIONS AND MEALS (MUST BE DESCRIBED)</td></tr><tr><td>"L" - LITERATURE</td><td>"O" - OUTSIDE ADVERTISING</td><td>"P" - PROFESSIONAL MANAGEMENT AND CONSULTING SERVICES</td></tr><tr><td></td><td>"S" - SURVEYS, SIGNATURE GATHERING, DOOR-TO-DOOR SOLICITATIONS</td><td></td></tr><tr><td></td><td>"F" - FUNDRAISING EVENTS</td><td></td></tr></table>								"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	
"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 I.D. NUMBER OR IF NO I.D. 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.																		
We Win Consultants 599 24th Street Los Angeles, CA				P	See Schedule G for Vendors	8,500																
Bank of America/Visa Vendors receiving \$100 or more 4242 West 10th Street Holiday Rentals \$429 Woodbury, CA 524 Oakley Way Woodbury, CA				F		782																
Committee for Clean Air in California, Yes on Prop 12 111 Hope Street Woodbury, CA ID #963410				C		500																
Important: Contributions and expenditures made out of campaign funds to or on behalf of other officeholders, candidates, committees, or ballot measures must also be entered on the Allocation Page.						SUBTOTAL \$ 9,782																
Payments and Contributions Made Summary																						
1 Payments made this period of \$100 or more (Include all Schedule E subtotals)						\$ 9,782																
2 Payments made this period of under \$100 (Do not itemize)						\$ 34,591																
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)						\$ 1,314																
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 \$ 45,687																

Example:

Measure C committee is completing its semi-annual statement, Form 419, 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 Measure C 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.

Disclosure of Ownership Interest or Employment by Business Entity from Which Committee Buys Goods or Services

A ballot measure committee that makes an expenditure to any business entity (1) which is owned 50 percent or more by any of the individuals listed below, or (2) in which any of the individuals listed below is an officer, partner, consultant or employee, must report that individual's name, relationship to the committee, and a description of the ownership interest or position with the business entity. If any of

the following individuals meets the criteria in (1) and (2) above, the committee must comply with the special reporting requirements:

- A candidate or person controlling the committee;
- An officer or employee of the committee; or
- The spouse of any of the above.

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 419.

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		Statement covers period from <u>10/20/96</u> through <u>12/31/96</u>		Page <u>11</u> of <u>16</u>
NAME OF COMMITTEE Committee for Bluer Skies, Committee to Support Measure A		ID NUMBER 963429		
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 "I" -- INDEPENDENT EXPENDITURES "L" -- LITERATURE	"B" -- BROADCAST ADVERTISING "N" -- NEWSPAPER AND PERIODICAL ADVERTISING "O" -- OUTSIDE ADVERTISING "S" -- SURVEYS SIGNATURE GATHERING, DOOR-TO-DOOR SOLICITATIONS "F" -- FUNDRAISING EVENTS	"G" -- GENERAL OPERATIONS AND OVERHEAD "T" -- TRAVEL ACCOMMODATIONS AND MEALS (MUST BE DESCRIBED) "P" -- PROFESSIONAL MANAGEMENT AND CONSULTING SERVICES		
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
Hal's Print Shop 429 College Avenue Woodbury, CA	L			2,000
SUBTOTAL				\$ 2,000
Accrued Expenses Summary				
1 Accrued expenses this period of \$100 or more (Include all Schedule F subtotals)				\$ 2,000
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 \$ 2,000
4 Total accrued expenses paid this period (Do not itemize. Enter here and on Schedule E Summary, Line 4)				PAID TOTAL \$ (1,314)
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 \$ 686
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 419.

Schedule G: Sub-Vendor Reporting (Payments Made by an Agent or Independent Contractor)

When an agent or independent contractor of a committee (such as a 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 which 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 G or Schedule E. 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).

Detailed instructions appear on Form 419.

Schedule G Payments Made by an Agent or Independent Contractor (on Behalf of a Committee)		Type or print in ink Amounts may be rounded to whole dollars	STATEMENT G	
SEE INSTRUCTIONS ON REVERSE		Statement covers period from <u>10/20/96</u> through <u>12/31/96</u>	Page <u>12</u> of <u>16</u>	
NAME OF COMMITTEE Committee for Bluer Skies, Committee to Support Measure A		ID NUMBER 963429		
NAME OF AGENT OR INDEPENDENT CONTRACTOR We Win Consultants				
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.				
"L" -- LITERATURE		"S" -- SURVEYS, SIGNATURE GATHERING, DOOR-TO-DOOR SOLICITATIONS		
"B" -- BROADCAST ADVERTISING		"F" -- FUNDRAISING EVENTS		
"N" -- NEWSPAPER AND PERIODICAL ADVERTISING		"T" -- TRAVEL ACCOMMODATIONS AND MEALS (MUST BE DESCRIBED)		
"O" -- OUTSIDE ADVERTISING				
NAME AND ADDRESS OF PAYEE OR CREDITOR (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)	CODE	OR	DESCRIPTION OF PAYMENT	AMOUNT PAID
KROD Radio 4983 Broadcast Drive Sacramento, CA	B			2,036
Daily Review 7982 West 5th Street Woodbury, CA	N			592
Hal's Print Shop 125 Main Avenue Woodbury, CA	F			1,089
Attach additional information on appropriately labeled continuation sheets				TOTAL* \$ 3,717
* Do not transfer to any other schedule or to the Summary Page. This total may not equal the amount paid to the agent or independent contractor as reported on Schedule E by the committee.				

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.)

NOTES:

- If a committee primarily formed to support or oppose a ballot measure makes contributions (including loans) or independent expenditures to support or oppose candidates, officeholders, other committees, or ballot measures other than the measure(s) for which the committee is primarily formed, it may qualify as another type of committee (e.g., a general purpose committee) which has different disclosure obligations.
- California Elections Code Section 29795 contains trust provisions which restrict the use of funds held by state ballot measure committees. The California Attorney General interprets and enforces the Elections Code.
- Certain conditions must be met before a committee may make loans. See page 74.

Detailed instructions appear on Form 419.

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		Statement covers period from <u>10/20/96</u> through <u>12/31/96</u>		<div style="border: 1px solid black; padding: 2px; display: inline-block;">CALIFORNIA ELECTIONS CODE 419</div> Page <u>13</u> of <u>16</u>	
NAME OF COMMITTEE Committee for Bluer Skies, Committee to Support Measure A				ID NUMBER 963429	
DATE OF LOAN	FULL NAME AND ADDRESS OF RECIPIENT <small>(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)</small>	INTEREST RATE	DUE DATE	AMOUNT	
11/3	Committee for Clean Air in California, Yes on Prop 12 111 Hope Street Woodbury, CA ID # 963410	—	—	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)	\$ <u>3,000</u>
2 Loans under \$100 made this period (Do not itemize)	\$ <u>0</u>
3 Total loans made this period (Add Lines 1 and 2)	TOTAL \$ <u>3,000</u>

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)	\$ <u>2,000</u>
5 Payments received on loans under \$100 (Including a forgiveness. Do not itemize)	\$ <u>0</u>
6 Total loan payments received this period (Add Lines 4 and 5)	TOTAL \$ <u>(2,000)</u>
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 \$ <u>1,000</u> <small>May be a negative number</small>

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 419.

Schedule H — Part III Annual Report of Outstanding Loans Made			<small>Type or print in ink Amounts may be rounded to whole dollars</small>		SCHEDULE H - Part III								
<small>SEE INSTRUCTIONS ON REVERSE</small> <small>NAME OF COMMITTEE</small> Committee for Bluer Skies, Committee to Support Measure A			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Statement covers period</td> </tr> <tr> <td style="width: 50%;">from 10/20/96</td> <td style="width: 50%;"></td> </tr> <tr> <td>through 12/31/96</td> <td></td> </tr> </table>		Statement covers period		from 10/20/96		through 12/31/96		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"> Page 15 of 16 </td> </tr> <tr> <td style="text-align: center;"> <small>ID NUMBER</small> 963429 </td> </tr> </table>	Page 15 of 16	<small>ID NUMBER</small> 963429
Statement covers period													
from 10/20/96													
through 12/31/96													
Page 15 of 16													
<small>ID NUMBER</small> 963429													
FULL NAME OF RECIPIENT OF LOAN	ORIGINAL DATE OF LOAN	AMOUNT OF ORIGINAL LOAN	UNPAID PRINCIPAL	UNPAID INTEREST									
Committee for Clean Air in California, Yes On Prop. 12	8/14/96	2,000	0	0									
Committee for Clean Air in California, Yes On Prop. 12	11/3/96	3,000	3,000	0									
TOTAL			\$ 3,000										

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 419.

Schedule I Miscellaneous Increases to Cash		Type or print in ink Amounts may be rounded to whole dollars		Statement covers period from <u>10/20/96</u> through <u>12/31/96</u>		SCHEDULE I Page <u>16</u> of <u>16</u> ID NUMBER <u>963429</u>	
SEE INSTRUCTIONS ON REVERSE							
NAME OF COMMITTEE Committee for Bluer Skies, Committee to Support Measure A							
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		
10/26	Bank of Woodland 123 Main Street Woodbury, CA	Interest received on bank account			106		
11/16	Matt McCall 597 Cedro Circle Woodbury, CA	Purchased television at auction			675		
Attach additional information on appropriately labeled continuation sheets					SUBTOTAL \$ 781		
Miscellaneous Increases to Cash Summary							
1 Increases to cash of \$100 or more this period.					\$ 781		
2 Increases to cash under \$100 this period (Do not itemize)					\$ 2,467		
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 \$ 3,248		

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 controlling officeholder/candidate/state measure proponent.

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

Date Stamp

AMENDMENT

405
For Official Use Only

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.

I Name of Filer (See important information on reverse)

NAME OF FILER Committee for Blue Skies,
A Committee to Support Measure A I.D. NUMBER
(IF APPLICABLE) 963429

MAILING ADDRESS OF FILER (NO. AND STREET)
1551 March Lane

CITY Woodbury STATE CA ZIP CODE 92121

AREA CODE/DAYTIME PHONE NUMBER
(612) 444-5555

NAME OF TREASURER IF RECIPIENT COMMITTEE
Wendy Martinez

PERMANENT ADDRESS OF TREASURER (IF APPLICABLE) (NO. AND STREET)
1414 West Street

CITY Woodbury STATE CA ZIP CODE 92121

AREA CODE/DAYTIME PHONE NUMBER
(616) 441-5445

II Amendment Information

A. The following information amends campaign disclosure statement, Form No. 419

executed on 10/4/96 for the period 7/1/96 through 9/30/96
(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) G ☐ 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)

Add additional subvendor
WCSR Channel 21
Broadcast Circle \$650 B
Bigtown, CA

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 10/15/96 At Woodbury, CA

By (Signature Required)
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 DATE At CITY AND STATE

By SIGNATURE OF OFFICEHOLDER, CANDIDATE, PROPONENT, OR RESPONSIBLE OFFICER

Executed on DATE At CITY AND STATE

By SIGNATURE OF OFFICEHOLDER, CANDIDATE, OR PROPONENT

Executed on DATE At CITY AND STATE

By 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 ballot measure committees that are eligible to terminate their filing obligations.

Measure committees do not automatically terminate; they may only terminate if all of the following circumstances 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. If a committee is controlled by an officeholder or candidate, he or she must also verify and sign the statement. If a committee is controlled by two or three officeholders, candidates or state measure proponents, each must sign the statement. If more than three officeholders, candidates, or proponents control a committee, one of them may sign on behalf of all of the controlling candidates/officeholders/proponents.

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 419 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 <small>This form must be completed by recipient committees that are eligible to terminate pursuant to Government Code Section 84214.</small>		WHERE TO FILE: <small>File original and one copy of this form with Secretary of State Political Reform Division P.O. Box 1467 Sacramento, CA 95812-1467</small> <small>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</small>	RECIPIENT COMMITTEE STATEMENT OF TERMINATION <div style="border: 1px solid black; padding: 2px; text-align: center;"> CALIFORNIA FORM 415 <small>For Official Use Only</small> </div>																						
Type or print in ink			Date Stamp																						
I Recipient Committee Information <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">NAME OF COMMITTEE Committee to Oppose State Proposition 193</td> <td style="width: 40%; border-bottom: 1px solid black;">ID NUMBER 960432</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">ADDRESS OF COMMITTEE NO. AND STREET 773 Wildwood Way</td> </tr> <tr> <td style="border-bottom: 1px solid black;">CITY Goodtown</td> <td style="border-bottom: 1px solid black;">STATE CA</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">ZIP CODE 94123</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">AREA CODE/DAYTIME PHONE NUMBER (455) 133-1234</td> </tr> </table>		NAME OF COMMITTEE Committee to Oppose State Proposition 193	ID NUMBER 960432	ADDRESS OF COMMITTEE NO. AND STREET 773 Wildwood Way		CITY Goodtown	STATE CA	ZIP CODE 94123		AREA CODE/DAYTIME PHONE NUMBER (455) 133-1234		II Treasurer Information <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="border-bottom: 1px solid black;">NAME OF TREASURER Boris Weeks</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">MAILING ADDRESS OF TREASURER 1592 11th Street</td> <td style="border-bottom: 1px solid black;">NO. AND STREET</td> </tr> <tr> <td style="border-bottom: 1px solid black;">CITY Goodtown</td> <td style="border-bottom: 1px solid black;">STATE CA</td> <td style="border-bottom: 1px solid black;">ZIP CODE 94123</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">AREA CODE/DAYTIME PHONE NUMBER (455) 133-5678</td> </tr> </table>		NAME OF TREASURER Boris Weeks			MAILING ADDRESS OF TREASURER 1592 11th Street		NO. AND STREET	CITY Goodtown	STATE CA	ZIP CODE 94123	AREA CODE/DAYTIME PHONE NUMBER (455) 133-5678		
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CITY Goodtown	STATE CA	ZIP CODE 94123																							
AREA CODE/DAYTIME PHONE NUMBER (455) 133-5678																									
III Effective Date of Termination DATE FILING OBLIGATIONS WERE COMPLETED 11/30/96																									
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>12/5/96</u> At <u>Goodtown, CA</u>		By <u>(Signature Required)</u>																							
Executed on _____ At _____		By _____ <small>SIGNATURE OF TREASURER</small>																							
Executed on _____ At _____		By _____ <small>SIGNATURE OF CONTROLLING OFFICEHOLDER, CANDIDATE, OR STATE MEASURE PROPONENT</small>																							
Executed on _____ At _____		By _____ <small>SIGNATURE OF CONTROLLING OFFICEHOLDER, CANDIDATE, OR STATE MEASURE PROPONENT</small>																							
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<small>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</small>																									
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.

NOTES:

- The Supplemental Independent Expenditure Report is required to be filed only if the committee makes independent expenditures to support or oppose candidates, officeholders, or ballot measures other than the measure(s) for which this committee is primarily formed.

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	
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.		Report covers period from <u>10/22/95</u> through <u>12/31/95</u> Date of election if applicable (Month, Day, Year) <u>11/7/95</u>	Date Stamp	CALIFORNIA 1994 FORM 465 Page <u>1</u> of <u>2</u> For Official Use Only
I Filer Information		NAME OF TREASURER (IF RECIPIENT COMMITTEE) <u>Scott Miller</u>		
NAME OF FILER <u>Committee for Transportation Bonds</u>		PERMANENT ADDRESS OF TREASURER (NO. AND STREET) <u>992 Longtail Lane</u>		
ID NUMBER (IF RECIPIENT COMMITTEE) <u>956432</u>		CITY <u>Los Gatos</u> STATE <u>CA</u> ZIP CODE <u>94567</u>		
ADDRESS OF COMMITTEE (NO. AND STREET) <u>432 Persian Lane</u>		AREA CODE/DAYTIME PHONE NUMBER <u>(815) 993-5678</u>		
CITY <u>Los Gatos</u> STATE <u>CA</u> ZIP CODE <u>94567</u>				
AREA CODE/PHONE NUMBER <u>(815) 993-5678</u>				
II Type of Committee (check box)		III Name of Candidate or Measure Supported or Opposed		
Is this a controlled committee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		NAME OF CANDIDATE <u>North Area Rezoning</u>		
Is this a sponsored committee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		OFFICE SOUGHT OR HELD <u>B</u>		
		JURISDICTION <u>Los Gatos</u>		
		CHECK ONE SUPPORT <input type="checkbox"/> OPPOSE <input checked="" type="checkbox"/>		
		NAME OF BALLOT MEASURE <u>North Area Rezoning</u>		
		BALLOT NO./LETTER <u>B</u>		
		JURISDICTION <u>Los Gatos</u>		
		SUPPORT <input type="checkbox"/> OPPOSE <input checked="" type="checkbox"/>		
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)
10/28	Los Gatos Gazette 1212 Manx Drive Los Gatos, CA	Advertisement	1,500	1,500

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

- If a committee primarily formed to support or oppose a ballot measure makes independent expenditures, it may qualify as another type of committee (e.g., a general purpose committee) which has different campaign disclosure obligations
- California Elections Code Section 29795 contains trust provisions which restrict the use of funds held by state ballot measure committees. The California Attorney General interprets and enforces the Elections Code.

Supplemental Independent Expenditure Report

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

SUPPLEMENTAL INDEPENDENT EXPENDITURE

Report covers period from <u>10/22/95</u> through <u>12/31/95</u>	CALIFORNIA ELECTIONS FORM 465 Page <u>2</u> of <u>2</u> ID NUMBER (if Recipient Com.) <u>956432</u>
-------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER

Committee for Transportation Bonds

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, Political Reform Division

ADDRESS (NO AND STREET)

1230 J Street, Room 219

CITY STATE ZIP CODE
Sacramento CA 95814

2) OFFICIAL TITLE OF FILING OFFICER

Hunt County Registrar of Voters

ADDRESS (NO AND STREET)

786 Center Drive

CITY STATE ZIP CODE
Wildwood CA 93876

3) OFFICIAL TITLE OF FILING OFFICER

Registrar-Recorder of Los Angeles Co Campaign Reporting Unit

ADDRESS (NO AND STREET)

12400 Imperial Highway

CITY STATE ZIP CODE
Norwalk CA 90650-3134

4) OFFICIAL TITLE OF FILING OFFICER

Registrar of Voters, City and County of San Francisco

ADDRESS (NO AND STREET)

633 Folsom Street, Suite 109

CITY STATE ZIP CODE
San Francisco CA 94107

VI Summary

1 Total independent expenditures made of \$100 or more this period (Part IV)	\$	1,500
2 Total independent expenditures under \$100 made this period (Not itemized)	\$	0
3 Total independent expenditures (Add Lines 1 + 2)	TOTAL \$	1,500

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 1/10/96 At Los Gatos, 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 an election must file Form 495 as an attachment to Form 450 or 419.

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 other candidates or measures to be voted on in one jurisdiction on one day; and to 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 419 and the Form 495 must be filed no later than 12 days before the election for which contributions were made. This deadline is the same 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. Forms 495 and 419 or 450 may be filed by regular mail. Attach a Form 419 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. Form 495 is filed with the committee's filing officers.

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:

- Odd-Year Campaign Report
- Semi-annual Statement

Supplemental Pre-election Campaign Statement

(Government Code Section 84202.5)

Type or print in ink

SUPPLEMENTAL PRE-ELECTION

Date Stamp

For Official Use Only

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

I Filer Information

NAME OF FILER
Committee for Transportation Bonds
ID. NUMBER
956432
RESIDENTIAL OR BUSINESS ADDRESS (NO. AND STREET)
432 Persian Lane
CITY
Los Gatos
STATE
CA
ZIP CODE
94567
AREA CODE/DAYTIME PHONE NUMBER
(815) 993-5678

NAME OF TREASURER
Scott Milier
BUSINESS ADDRESS OF TREASURER (NO. AND STREET)
992 Longtail Lane
CITY
Los Gatos
STATE
CA
ZIP CODE
94567
AREA CODE/DAYTIME PHONE NUMBER
(815) 993-5678

II Contributions Made

DATE OF ELECTION (MONTH DAY YEAR)
March 7, 1995
JURISDICTION OF THE ELECTION
Alpine County
\$ 5,500 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 Los Gatos, 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 DATE At CITY AND STATE By SIGNATURE OF OFFICEHOLDER, CANDIDATE OR PROPONENT

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

Executed on DATE At CITY AND STATE By 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 419, because the periods the two statements cover are not normally the same.

Example:

In January of 1995, a state general purpose ballot measure committee made three contributions totaling \$5,500 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 \$5,500 to the ballot measure committee; and*
- *Form 450 or 419, including all contributions received and expenditures made by the committee for the period beginning January 1, 1995 through 17 days before the county election.*

|||||

NOTES:

- If a committee primarily formed to support or oppose a ballot measure makes contributions to other committees, it may qualify as another type of committee (e.g., a general purpose committee) which has different campaign disclosure obligations.
- In addition, California Elections Code Section 29795 contains trust provisions which restrict the use of funds held by state ballot measure committees. The California Attorney General interprets and enforces the Elections Code.

Detailed instructions appear on Form 495.

Late Independent Expenditure Report

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

A late independent expenditure is an independent expenditure that:

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

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 419/450 filed by the committee. In addition, the committee must file Form 465, Supplemental Independent Expenditure Report as described on page 40.

NOTES:

- The Late Independent Expenditure Report is required to be filed only if the committee makes independent expenditures to support or oppose candidates, officeholders, or ballot measures other than the measures(s) for which this committee is primarily formed.
- If a committee primarily formed to support or oppose a ballot measure makes independent expenditures, it may qualify as another type of committee (e.g., a general purpose committee) which has different campaign disclosure obligations.
- California Elections Code Section 29795 contains trust provisions which restrict the use of funds held by state ballot measure committees. The California Attorney General interprets and enforces the Elections Code.
- 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:
Name and Address of Filing Officer	Yes on Measure B Committee, City of Los Gatos Amt: \$1,500 Date: 10/28/95 Ad in the Los Gatos Gazette
Filer: Committee for Transportation Bonds 432 Persian Lane Los Gatos, CA	

See also, Late Independent Expenditure Report, Form 496, on page 45.

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

Committee for Transportation Bonds

ADDRESS

NO AND STREET

432 Persian Lane

AREA CODE/DAYTIME PHONE NUMBER
(815) 993-5678

ID NUMBER (if applicable)
956432

CITY
Los Gatos

STATE ZIP CODE
CA 94567

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

NAME OF CANDIDATE SUPPORTED OR OPPOSED

NAME OF BALLOT MEASURE SUPPORTED OR OPPOSED

North Area Rezoning

OFFICE SOUGHT OR HELD/DISTRICT NO

SUPPORT OPPOSE

BALLOT NO /LETTER

B

JURISDICTION

City of Los Gatos

SUPPORT OPPOSE

X

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

DATE	DESCRIPTION OF EXPENDITURE	AMOUNT
10/28/95	Ad in the Los Gatos Gazette	1,500

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

Late Contribution Report

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

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

Late contributions do not include contributions to general purpose committees, or to officeholders, candidates and committees not currently involved in an election. In addition, if a late contribution is not cashed, negotiated, or deposited and is returned to the contributor **within 24 hours** of its receipt, it is not required to be reported.

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

- The filer's name and address;
- The contributor's full name, street address, occupation, and name of employer, if any, or name of business, if self-employed;

- The date the contribution was received; and
- The contribution amount.

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 contributor and recipient must report the same information again on the next regular campaign statement, Form 419 or Form 450 filed by the committee.

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	Received from:
Name and Address of Filing Officer	1. ABC Corporation Political Action Committee P.O. Box 2714 Old City, CA 90000 I.D. No. 893210 Date: 10/28/95 Amount: \$2,000
Filer: Audio Specialists Against Measure Q P.O. Box 877 Old City, CA 90000 I.D. No. 954678	2. Margo Jones 775 Falon Goodlife, CA 90001 Occupation: Engineer Employer: Goodlife Laboratories Date: 10/28/95 Amount: \$1,000

See also Late Contribution Report, Form 497 on page 47

Late Contribution Report

SEE INSTRUCTIONS ON REVERSE

Filer Must Check Applicable Box:

☒ Reporting Late Contribution(s) Received

☐ Reporting Late Contribution(s) Made

Complete Part I

II

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

LATE CONTRIBUTION REPORT

Date Stamp

CALIFORNIA
1994 FORM 497
For Official Use Only

NAME OF FILER

Audio Specialists Against Measure Q

STREET ADDRESS

P O. Box 877

AREA CODE/PHONE NUMBER
(888) 333-2222

ID NUMBER (if applicable)
954678

CITY

Old City

STATE

CA

ZIP CODE
90000

I Late Contribution(s) Received From:

NAME

ABC Corporation
Political Action Committee

ID NUMBER (if applicable)

893210

ADDRESS

P O Box 2714

CITY

Old City

STATE

CA

ZIP CODE

90000

OCCUPATION/EMPLOYER OR NAME OF BUSINESS IF SELF EMPLOYED (if applicable)

DATE RECEIVED

10 / 28 / 95

AMOUNT

\$ 2,000

NAME

Margo Jones

ID NUMBER (if applicable)

ADDRESS

77 S Falon

CITY

Goodlife

STATE

CA

ZIP CODE

90001

OCCUPATION/EMPLOYER OR NAME OF BUSINESS IF SELF EMPLOYED (if applicable)

Engineer/Goodlife Laboratories

DATE RECEIVED

10 / 28 / 95

AMOUNT

\$ 1,000

NAME

ID NUMBER (if applicable)

ADDRESS

CITY

STATE

ZIP CODE

OCCUPATION/EMPLOYER OR NAME OF BUSINESS IF SELF EMPLOYED (if applicable)

DATE RECEIVED

____ / ____ / ____

AMOUNT

\$

II Late Contribution(s) Made To:

NAME OF CANDIDATE OR COMMITTEE

ID NUMBER

ADDRESS

CITY

STATE

ZIP CODE

OFFICE SOUGHT BY CANDIDATE OR BALLOT NO. LETTER AND JURISDICTION

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 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 MADE

____ / ____ / ____

AMOUNT

\$

DATE OF ELECTION

____ / ____ / ____

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

Special Odd-Year Campaign Report, Form 450 or Form 419

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 committee's regular reporting form (Form 419 or 450) and is filed with its regular filing officers.

NOTES:

- 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.
- Transfers made from an elected state officeholder's controlled ballot measure committee to another committee controlled by the officeholder are considered contributions and may trigger an Odd-Year Campaign Report.

Example:

The Committee for Endangered Wildlife, a general purpose ballot measure committee, made a \$7,000 contribution to incumbent Senator Eleanore Nostrum on March 10, 1995. The committee must file a Form 419 covering the period January 1 through March 31. Form 419 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 measure committee's county of domicile.*

|||||||

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

*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 50.)
- **November 7, 1995** (See page 50.)
- **June 4, 1996** (See page 51.)
- **November 5, 1996** (See page 51.)
- **March 26, 1996** (See page 52.)

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	☐ Personal Delivery ☐ First Class Mail
12 days before the election	Second Preelection	44 days through 17 days before the election	☐ Personal Delivery ☐ Guaranteed Overnight Service***
24 Hours	Late Contribution Late Independent Expenditure	16 days prior to the election	☐ Personal Delivery ☐ Telegram ☐ Guaranteed Overnight Service ☐ 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	☐ Personal Delivery ☐ Guaranteed Overnight Service***
July 31	Semi-Annual (If election held during 1st six months)	* through June 30	☐ Personal Delivery ☐ First Class Mail
January 31	Semi-Annual (If election held during 2nd six months)	* through December 31	☐ Personal Delivery ☐ 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.

*** Primarily formed committees must file the second pre-election and pre-run-off-election statements by personal delivery or by guaranteed overnight delivery service. General purpose committees may use personal delivery or first class mail.

NOTES:

Refer to pages 12-14 for important information regarding filing obligations

Certain pre-election and semi-annual statements may be faxed. See "Notes" on page 53 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"/> Guaranteed Overnight Service**
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"/> Guaranteed Overnight Service**
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.

** Primarily formed committees must file the second pre-election statement by personal delivery or by guaranteed overnight delivery service. General purpose committees may use personal delivery or first class mail.

NOTES:

Refer to pages 12-14 for important information regarding filing obligations.

Certain pre-election and semi-annual statements may be faxed. See "Notes" on page 53 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"/> Guaranteed Overnight Service**
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"/> Guaranteed Overnight Service**
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.

** Primarily formed committees must file the second pre-election statement by personal delivery or by guaranteed overnight delivery service. General purpose committees may use personal delivery or first class mail.

NOTES:

Refer to pages 12-14 for important information regarding filing obligations.

Certain pre-election and semi-annual statements may be faxed. See "Notes" on page 53 for information concerning faxed statements.

March 26, 1996 Filing Schedule

FILING DEADLINE	TYPE OF STATEMENT	PERIOD COVERED BY STATEMENT	METHOD OF DELIVERY
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"/> Guaranteed Over- night Service*
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

* Primarily formed committees must file the second pre-election statement by personal delivery or by guaranteed overnight delivery service. General purpose committees may use personal delivery or first class mail.

NOTES:

Refer to pages 12-14 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 pre-election and semi-annual statements may be faxed. See "Notes" on page 53 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 of Voters, City and
County of San Francisco
Campaign Statements
633 Folsom Street, Suite 109
San Francisco, CA 94107
Fax: (415) 554-7344

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

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 419

State Ballot Measure Elections:

- 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.

Multi-County Ballot Measure Elections:

- An original and one copy with the county with the largest number of registered voters in the jurisdiction; and
- Two copies with the filer's county of domicile if different than the county receiving the original statement.

County Ballot Measure Elections:

- 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 Ballot Measure Elections:

- 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 419 or Form 450) filed by the committee. When terminating a committee, attach a Form 419 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 419 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 419 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.

NOTE: Refer to pages 13 and 14 for important information on filing requirements for candidate controlled ballot measure committees.

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 Committee for Bluer Skies is a primarily formed city ballot measure committee. The measure will be voted upon in April of the current calendar year. 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.)

Example:

A city election will be held in late January on whether to approve Measure A. The Citizens Committee Against Measure A has been raising and spending money to oppose the measure. In November of the previous year, Bill Johnson gave \$75 to the committee. That contribution was reported but not itemized on the committee's first pre-election statement filed in December.

In early January, Bill Johnson contributed another \$75 to the committee. The committee must now file a second pre-election statement for the January special election.

The committee must cumulate the two \$75 contributions received from Bill Johnson. On the second pre-election statement, the committee must identify Bill Johnson by name, address, occupation, and employer. The statement must also show the amount received during the current reporting period (\$75), and the cumulative total received from Mr. Johnson to date (\$150).

|||||||

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.

Loan Guarantees and Other Enforceable Promises to Make a Payment

In addition to monetary and non-monetary contributions and loans, enforceable promises to make a payment to or at the behest of a committee are contributions. "Enforceable promises" include:

- Written promises to a committee for payment of specific goods or services - if the committee expends funds or enters into an enforceable contract with a third party based on that written promise;
- Loan guarantees, endorsements, and security;
- Lines of credit established at a bank or other commercial lending institution for a committee; and
- Post-dated checks delivered to a committee.

Name Identification Requirements

● Primarily Formed Ballot Measure Committees

In addition to the requirements for "sponsored" ballot measure committees as set out below, any committee whose principal activity is to support or oppose a ballot measure must include the statement "a committee for Proposition (or Measure) ..." or "a committee against Proposition (or Measure) ..." or equivalent language, in any reference to the committee required by the Political Reform Act. The committee's full name must be used on the committee's Statement of Organization (Form 410), its campaign statements, and its mass mailings.

When the number or letter of the ballot measure is designated, a committee subject to this requirement must amend its Statement of Organization within 30 days to include the required language.

● Sponsored Ballot Measure Committees

A ballot measure 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 419. 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. In addition, all primarily formed ballot measure committees must include the statement "a committee for Proposition (or Measure)..." or "a committee against Proposition (or Measure)..." or equivalent language. 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, tele-

vision, radio, or other campaign-related advertisements or materials.

Disclaimer and Identification Requirements for Slate Mailings Sent by Primarily Formed Ballot Measure Committees

A "slate mailing" is a mass mailing (more than 200 substantially similar pieces of mail sent in a calendar month) which supports or opposes a total of four or more candidates or ballot measures.

Disclaimer Requirements:

Effective January 1, 1994, a committee primarily formed to support one or more ballot measures which produces a slate mailer must include the following notice at the top or bottom of at least one insert contained in the slate mailer, or at the top or bottom of one side or surface of a postcard or other type of self-mailer:

NOTICE TO VOTERS

THIS DOCUMENT WAS PREPARED BY (name of primarily formed ballot measure committee), NOT AN OFFICIAL POLITICAL PARTY ORGANIZATION. Appearance in this mailer does not necessarily imply endorsement of others in this mailer. Appearance is paid for and authorized by each candidate and ballot measure which is designated by an *

The notice must be printed in at least 8-point roman, boldface type, which must be in a color or print which contrasts with the background. The notice also must be contained in a printed or drawn box which is set apart from any other printed matter.

Committee Identification Requirements:

Slate mailers which are sent by a committee primarily formed to support one or more ballot measures must contain the name, street address, and city of the ballot measure committee. (A post office box may be stated in lieu of a street address if the committee's address is listed in its Statement of Organization, Form 410, on file with the Secretary of State.)

The identification must be shown on the outside of each piece of slate mail and on at least one of the inserts included with each piece of the slate mailer. It must be printed in no less than 8-point roman type in a color or print which contrasts with the background.

Identification of Candidates and Committees for Which Payments Have Been Received:

In addition to identifying the primarily formed ballot measure committee, each candidate and ballot measure supported or opposed in a slate mailer for which a payment has been received by the measure committee (either from the candidate, a committee, or from any other person at the behest of a candidate or committee) must be designated in the slate mailer by an asterisk(*).

The asterisk must be of the same type size, type style, color or contrast that is used for the name of the candidate or the name or number of the ballot measure supported or opposed in the slate mailer, except that it need not be larger than 10-point boldface type.

The asterisk must immediately follow the name of the candidate, or the name or number and position advocated on the ballot measure, if the candidates and measures supported or opposed appear in a list. If the mailer consists of a narrative text rather than a slate listing, the asterisk must appear at least once, in at least 8-point boldface type, immediately following the name of the candidate, or the name or number and position advocated on the ballot measure.

If the mailer supports or opposes candidates for partisan elective offices, and a candidate appearing in a mailer is a member of a political party which is different than the political party the mailer appears to represent, the candidate's party designation must be included immediately below his or her name. The designation must be in no less than 9-point roman type, in a color or print that contrasts with the background

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

Each committee primarily formed to support or oppose a state ballot measure or measures will be audited if the committee has expended more than

\$10,000 on the measure. The audits are conducted by the Franchise Tax Board.

Local ballot measure committees are not automatically subject to audit. However, the Fair Political Practices Commission and the Franchise Tax Board may conduct discretionary audits and investigations. Committees will be notified by the Commission or the Franchise Tax Board prior to scheduling the audit.

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.

Officeholders, Candidates, State Measure Proponents and Campaign Treasurers' Duties

The Political Reform Act requires filers to sign and verify all reports and statements filed. 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.

The committee treasurer must sign the committee's statement. The treasurer must verify that the statement is true and complete and that he/she has used all reasonable diligence in its preparation.

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 statements.

Controlling officeholders, candidates and state measure proponents must also sign the campaign statement of each committee subject to their control. The officeholder, candidate or proponent must verify that, to the best of his/her knowledge, the treasurer used all reasonable diligence in statement prepara-

tion and that the statement is true and complete. To comply with these duties, officeholders, candidates and proponents must:

- Make certain the committee treasurer is sufficiently performing his/her duties;
- Take necessary steps to replace the treasurer or improve the treasurer's performance if the officeholder, candidate or proponent knows or has reason to believe the treasurer is not performing his/her duties up to the required standard;
- Carefully review the campaign statements the committee treasurer prepares;
- Correct any inaccuracies or omissions and inquire about any information that would cause a reasonable person to question the accuracy of the campaign statement; and
- Carefully perform any other tasks the officeholder, candidate or state measure proponent assumes in connection with raising, spending, or recording campaign funds.

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. Officeholders, candidates, and committee treasurers must assure recordkeeping complies with the Act's requirements. The following sample recordkeeping system, which conforms with FPCC 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 an officeholder, candidate, or 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

NOTE: A contribution is "received" on the date that the candidate or committee, or the agent of the candidate or committee, obtains possession or control of the cash, check or other negotiable instrument by which the contribution is made.

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.

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 66.).
- 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 55 for further information.)

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

Loans From Commercial Lending Institutions

If a candidate/officeholder/proponent receives a personal loan from a commercial lending institution, and some portion of the loan is used for political purposes, the commercial lending institution, not the candidate/officeholder/proponent, must be reported as the source of the loan.

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: Committee for Bluer Skies, Yes on Measure A
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 Committee for Bluer Skies, Yes on Measure A, ID No. 963429 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 candidate/officeholder or 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)</u>	
				<u>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 Other Officeholders, Candidates, and Committees

Expenditures that are contributions to or payments made on behalf of a candidate or officeholder, another ballot measure, or another 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 other officeholders, candidates, measures, or committees:

- The date the contribution or expenditure was made. (See page 81 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 other ballot measures or other 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;
- 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 Committee for Measure A Candidate or Committee: 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) 322-5662.

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 ballot measure 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.

Restrictions on Use of Campaign Funds

The California Elections Code contains trust provisions which restrict the use of funds received by state ballot measure committees. (Elections Code Section 29795.) The California Attorney General interprets and enforces the Elections Code.

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 candidates, 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 on page 74.)

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. Neither an officeholder, candidate, nor a member of his/her immediate family may be the lessee. 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 officeholder, candidate, 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:

An officeholder, candidate, a member of his/her immediate family, the staff of a committee, or the staff of an elected officer's governmental agency 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 officeholder, candidate, 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, such as formal wear an officeholder or candidate wears, 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 officeholder, candidate, 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;
- Fines 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 officeholder, candidate, 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 candidate, officeholder, committee treasurer, 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:

The candidate, officeholder, or 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 73)

Tickets for Entertainment and Sporting Events:

Campaign funds may only be used to purchase tickets for entertainment and sporting events for the candidate, officeholder, or 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 the candidate or officeholder, or for officers, directors, employees, or staff of a committee.

Travel and Accommodations:

Travel and accommodation expenses paid from campaign funds for the candidate, officeholder, 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 VIII.

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 30.

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) 322-5901.

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 IX.

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 candidate receives free office space for use as campaign headquarters. The building owner incurs no cost as provider of the space, but the candidate 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 30 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 also page 74 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.

7. 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 58.

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. Will individuals incur reporting obligations if they make expenditures in connection with a petition that is required to be submitted to a Local Agency Formation Commission (LAFCO) as part of the process to place a measure on the ballot to incorporate or disincorporate a city?

Individuals are not required to file campaign statements until the board of supervisors grants approval to submit the issue to the voters. It is at this time the issue becomes a measure. If the issue becomes a measure, individuals will qualify as a committee and must file campaign statements if they raise or spend \$1,000 or more to influence citizens to vote for or against the ballot measure.

NOTE: While monies raised and spent to gather petitions to submit to LAFCO are not reportable, contributions and expenditures that predate the filing of the first campaign statement are reportable if they were intended to influence voters to vote for or against the measure once it was placed on the ballot.

2. 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.

3. 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.

4. What is the difference between Forms 450 and 419?

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. Measure committees not eligible to use Form 450 must use Form 419.

5. 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.

6. If there is no activity to report on a particular schedule in the Form 419, 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.

7. May campaign funds be used for personal purposes?

No. See pages 73 and 77.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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 at the following numbers: Franchise Tax Board - (800) 852-5711; Internal Revenue Service - (800) 829-1040.

13. Are recipient committees required to pay income taxes? Are political contributions tax deductible?

The Political Reform Act does not address taxes 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 59 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 X.

Important Telephone Numbers

Questions on campaign disclosure and contribution limitations:

Fair Political Practices Commission (FPPC)
Technical Assistance Division
(916) 322-5662
FAX (916) 322-3711

Questions on restrictions on use of campaign funds:

FPPC Legal Division
(916) 322-5901

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 XI.

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.