

## STATE CAMPAIGN DISCLOSURE FORMS

### FORM 501 - CANDIDATE INTENTION (CANDIDATES ONLY)

Any person interested in being a candidate and who intends to raise or spend any campaign funds (including your own personal funds) must file Form 501. The Candidate Intention Statement (501) is filed with the City Clerk prior to soliciting or receiving any contributions.

### FORM 410 - STATEMENT OF ORGANIZATION (OFFICEHOLDERS, CANDIDATES & BALLOT MEASURE COMMITTEES)

Filed by a committee that receives contributions or makes expenditures totaling \$1,000 or more in a calendar year (including the candidate's personal funds). This statement can be filed in advance, in anticipation of spending \$1,000 or receiving \$1,000 in contributions, but must be filed within ten days after actually spending or receiving those funds. File the original Form 410 with the Secretary of State, with a copy going to the City Clerk.

Officeholders and candidates who have filed a Statement of Organization (Form 410) must terminate their committees by filing a Form 410 Termination, checking the "Statement of Termination" box when they have ceased to receive contributions and make expenditures, and have filed all required campaign statements, including disposition of funds.

### SEMI-ANNUAL & PRE-ELECTION CAMPAIGN STATEMENTS (OFFICEHOLDERS & CANDIDATES)

**Form 460 - Long Form** - For use by officeholders and candidates whose committee has raised or spent, or intends to raise or spend, \$1,000 or more in a calendar year or received a contribution of \$100 or more from a single source.

**Form 470 - Short Form** - Candidates and officeholders may file Form 470 if total receipts and total expenditures for the calendar year are less than or anticipated to be less than \$1,000.

### SEMI-ANNUAL & PRE-ELECTION CAMPAIGN STATEMENTS (BALLOT MEASURE COMMITTEES)

**Form 460 - Long Form** - For use by ballot measure committees formed to support or oppose the qualification or passage (or defeat) of a ballot measure and has received a contribution of \$100 or more from a single source.

**Form 450 - Short Form** - For use by ballot measure committees who have not received a contribution of \$100 or more from a single source.

## **SEMI-ANNUAL & PRE-ELECTION CAMPAIGN STATEMENT (INDEPENDENT EXPENDITURE COMMITTEES)**

**Statement Form 461 - Major Donor and Independent Expenditure Committee Statement** - For use by an individual or entity (Major Donor) that makes monetary or nonmonetary contributions to candidates and committees totaling \$10,000 or more in a calendar year. Also used by an individual or entity (Independent Expenditure Committee) who makes independent expenditures of \$1000 or more in a calendar year to support or oppose a candidate or ballot measure.

## **FORM 497 - LATE CONTRIBUTION REPORTS**

Used to report a contribution or expenditure of \$1,000 or more during the late contribution period.

A "late contribution" is a monetary or non-monetary contribution, including a loan, or a combination of monetary and non-monetary contributions and loans, which totals in the aggregate of \$1,000 or more from a single source which is made to or received by a committee during the 16 days immediately preceding the election. Committees which make a late contribution and the recipients of a late contribution must file a "Late Contribution" report with the City Clerk by telegram, mailgram, guaranteed overnight delivery service, facsimile, or in person **within 24 hours** of making or receiving a late contribution.

## **AMENDMENTS TO CAMPAIGN DISCLOSURE STATEMENTS**

There is not a separate form for amendments. Use the same type of form that is being amended (410, 460, etc.), with the "Amendment" box checked.