

# Officeholder Controlled Funds

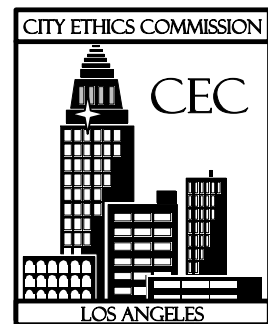
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## ◆◆◆ Los Angeles Administrative Code Section 24.10

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Prepared by



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## **Officeholder Controlled Funds**

*Los Angeles Administrative Code, Division 24, Chapter 3*

*Added by Ordinance No. 170153, effective 1/12/95.*

*Amended by Ordinance No. 172685, effective 8/07/99.*

*Amended by Ordinance No. 172482, effective 4/10/99.*

*Amended by Ordinance No. 172930, effective 1/10/00.*

### **Sec. 24.10. Officeholder Expense Fund**

- a. In addition to the applicable disclosure and recordkeeping requirements of the Political Reform Act of 1974, as amended, every elected City officer shall be required to file officeholder expense fund disclosure reports detailing the information required by this section for any controlled committee established to administer an officeholder expense fund maintained pursuant to Los Angeles Municipal Code Section 49.7.12.
- b. Such reports shall be filed at the same time as each campaign statement which is required to be filed by the elected officer.
- c. Such reports shall contain the following information:
  - (1) For each travel expense of \$100 or more:
    - (i) an identification of the meeting, conference or event, if any, attended;
    - (ii) the legislative or governmental purpose of the travel;
    - (iii) the number of days the meeting, conference or event necessitating the travel lasted;
    - (iv) the dates of departure and return;
    - (v) the destination;
    - (vi) the name of each person whose travel or other related expenses were reimbursed by the officeholder fund;
    - (vii) the name and address of the payee of each expense; and
    - (viii) the date and amount of each expenditure.

- (2) For any food and/or beverage expense (meal expense) of \$50 or more:
    - (i) the name of each person whose expenses were reimbursed;
    - (ii) the date and location of the food and/or beverage expense;
    - (iii) the name and address of the payee;
    - (iv) the amount of the expenditure; and
    - (v) a brief description of the government business conducted.
  - (3) For any expense made for expressions of congratulations, appreciation or condolences of \$50 or more;
    - (i) the name of each recipient;
    - (ii) the date, purpose and amount of the expenditure; and
    - (iii) the name and address of the payee.
  - (4) For expenditures made pursuant to Los Angeles Municipal Code §§49.7.12 A 2 (r), (s) or (t):
    - (i) a brief description of the purpose of the event;
    - (ii) the date and location of the event;
    - (iii) the name and address of each payee; and
    - (iv) the amount of each expenditure.
- d. The committee treasurer shall retain the following with respect to personal service expenses:
- (1) a copy of the written contract between the parties subject to the agreement detailing the services to be performed, amount to be paid for the services and any other relevant provisions; and
  - (2) records detailing the actual number of hours worked and services performed.
- e. If no reportable expense occurred during the reporting period, the City officer shall indicate that information on the officeholder expense fund disclosure reports required by this section.

- f. If any newsletter or mass mailing is sent at the expense of the officeholder expense fund committee, a sample of the mailing shall be filed with the City Ethics Commission at the time of the mass mailing. The officeholder expense fund committee shall also maintain a copy of the mailing list used for the newsletter or mass mailing.
- g. For purposes of Los Angeles Municipal Code Section 49.7.12, “**fiscal year**” shall mean a twelve month period beginning July 1 of each year and ending June 30 of the following year.
- h. The failure of any elected City officer, controlled committee of an elected City officer, or committee treasurer to comply with the provisions of this section, and the failure of such person to provide full and accurate information required by this section, is unlawful, constitutes a violation of this section and is subject to the penalties and remedies set forth in Charter Section 706 and Los Angeles Municipal Code Section 49.7.28.

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