LAUSD
Candidate Guide

2017 Regular Elections
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In March 2007, Los Angeles City voters approved Charter Amendment L, which enacted campaign finance regulations for candidates running for the Board of Education to the Los Angeles Unified School District (LAUSD).

The City Ethics Commission (the Commission) has prepared this information guide for candidates seeking LAUSD office in the regular 2017 elections, as a convenient summary of basic campaign finance information.

This guide is not exhaustive, and we urge you to carefully review the following laws pertaining to campaign finance. It is your responsibility to comply with their provisions:

- Political Reform Act of 1974 (PRA):
  - California Government Code (Govt. Code) §§ 81000 et seq.; and
  - Title 2, California Code of Regulations (2 CCR) §§ 18109 et seq.
- Los Angeles City Charter (Charter) §§ 803.

City laws are available in the appendices and on the Commission’s web site. Commission staff members are available during regular business hours to answer questions concerning City laws or your campaign for elective LAUSD office.

While the Commission administers and enforces City campaign finance laws, the Fair Political Practices Commission (“FPPC”) administers and enforces state law. The City Attorney’s Office also provides advice regarding state law. The PRA and its corresponding regulations are available on the FPPC’s website. Candidates and committees may also find the FPPC’s “Campaign Disclosure Manual 2” helpful.

Qualifying for the Ballot
Please contact the City Clerk’s Election Division for information about qualifying for the ballot, such as obtaining and filing a “Declaration of Intention to Become a Candidate”, obtaining nominating petitions, submitting filing fees, and understanding residency requirements. The Commission cannot advise you on these matters.
Los Angeles City Ethics Commission
200 North Spring Street
City Hall 24th Floor, Suite 2410
Los Angeles CA 90012
(213) 978-1960 phone
(213) 978-1988 fax
Whistleblower Hotline: (800) 824-4825
ethics.commission@lacity.org
ethics.lacity.org

Los Angeles Unified School District
Office of the Superintendent
333 South Beaudry Avenue, 24th Floor
Los Angeles CA 90017
(213) 241-7000 phone
(213) 241-8442 fax
lauds.k12.ca.us/district_directory/

California Fair Political Practices Commission
428 J Street, Suite 620
Sacramento CA 95814
(866) ASK-FPPC (275-3772) phone
(916) 322-0886 fax
fppc.ca.gov

Los Angeles City Clerk
Election Division*
Piper Technical Center
555 Ramirez Street, Space 300
Los Angeles CA 90012
(213) 978-0444 phone
(213) 978-0376 fax
cityclerk.lacity.org/election

* The City Clerk’s Election Division can provide information about how to qualify for the ballot, file a “Declaration of Intention to Become a Candidate”, obtain nominating petitions, submit filing fees, and comply with residency requirements.
2017 ELECTION SCHEDULE

OCTOBER 8, 2016 (Saturday): Residence deadline.

NOVEMBER 7, 2016 (Monday): First day to file Declaration of Intention to Become a Candidate and Statement of Economic Interests.

NOVEMBER 12, 2016 (Saturday until noon): Last day to file Declaration of Intention to Become a Candidate or to withdraw said declaration. First day to obtain and file Nominating Petitions.

DECEMBER 7, 2016 (Wednesday): Last day to obtain and file Nominating Petitions and/or Supplemental Petitions.

DECEMBER 12, 2016 (Monday): Last day to withdraw candidacy.

DECEMBER 14, 2016 (Wednesday): Last day for random alphabet drawing to determine candidate order on the ballot (in City Council chambers at 9:00 a.m.).

FEBRUARY 6, 2017 (Monday): First day to apply for and vote a Vote-By-Mail Ballot for Primary Nominating Election.

FEBRUARY 20, 2017 (Monday): Last day to register to vote in Primary Nominating Election.

FEBRUARY 28, 2017 (Tuesday): Last day to apply by mail for a Vote-By-Mail Ballot for Primary Nominating Election.

MARCH 6, 2017 (Monday): Last day to vote a Vote-By-Mail Ballot in the Election Division Office for Primary Nominating Election.

MARCH 7, 2017 (Tuesday): PRIMARY NOMINATING ELECTION

MARCH 28, 2017 (Tuesday): Last day for official canvass and certification of results for Primary Nominating Election.

APRIL 17, 2017 (Monday): First day to apply for and vote a Vote-By-Mail Ballot for General Municipal Election.

MAY 1, 2017 (Monday): Last day to register to vote in General Municipal Election.

MAY 9, 2017 (Tuesday): Last day to apply by mail for a Vote-By-Mail Ballot for General Municipal Election.

MAY 15, 2017 (Monday): Last day to vote a Vote-By-Mail Ballot in the Election Division Office for General Municipal Election.

MAY 16, 2017 (Tuesday): GENERAL MUNICIPAL ELECTION

JUNE 6, 2017 (Tuesday): Last day for official canvass and certification of results or General Municipal Election.
CHAPTER 1
BECOMING A CANDIDATE

A number of steps are necessary to begin your candidacy. For example, you must file various City and state forms, in part to inform the public about your campaign. A checklist of candidate filings is provided at the end of this chapter for your reference.

A. Organizing Your Campaign

In order to solicit and receive contributions and make expenditures on behalf of your candidacy, you must file paperwork with the Ethics Commission, file paperwork with the Secretary of State, and open a bank account in the City of Los Angeles.

1. File Paperwork with the Ethics Commission

You may not solicit or accept contributions, make expenditures, or use personal funds in your campaign until you have filed the following forms with the Ethics Commission. The forms must be filed together.

a. City forms:

   • "Declaration of Intent to Solicit and Receive Contributions" (Form 12)
     You may not solicit or receive any contribution before this form is filed.

   • "Statement of Understanding" (Form 13)
     This statement confirms that you and your treasurer have received and read and understand the City’s campaign finance law.

   • "Notification of Other Controlled Committees" (Form 16)
     If you control other political committees, you must notify the Ethics Commission in writing of these committees, their bank account numbers, and the names and addresses of the financial institutions at which the accounts are held. If other committees are subsequently opened, you must notify the Ethics Commission on the next regular business day.

b. State form: "Candidate Intention Statement" (California Form 501).

2. File Paperwork with the Secretary of State

You qualify as a committee once you have raised $2,000 for your campaign. Govt. Code § 82013. Within 10 days of receiving $2,000 in contributions (including any of your personal funds), you must file the original and one copy of a "Statement of Organization" (California Form 410) with the Secretary of State and one copy with the Ethics Commission. After receiving your filing, the Secretary of State will issue you a committee identification number. The type of committee you will be forming is called a "candidate controlled recipient committee" because it is under your control.

If you wish, you may file this form before qualifying as a committee so that you can obtain a committee identification number. However, in that case, you must amend the original “Statement of Organization” within 10 calendar days of qualifying as a
committee and disclose the date you qualified. Be sure to include your committee's bank account information on this form.

You and your campaign committee are required by law to file periodic campaign disclosure statements until your committee officially terminates. For more information about these disclosure reports, see Section 2.A below. If you have not received—and do not anticipate receiving—at least $2,000 in contributions, please contact the Ethics Commission for information about your filing obligations.

3. Open a Bank Account

Your committee is required to have one campaign bank account. All of your campaign contributions must be deposited into that account, and all of your campaign expenses must be paid from it. Charter § 803(e). Your campaign bank account may only be used for City campaign purposes, and it must be at a financial institution with an office located in the City of Los Angeles. Id.

a. How do I open a committee bank account?

i. Obtain an employer identification number (EIN) from the IRS by completing an SS-4 Form (“Application for Employer Identification Number”). You may apply online at www.irs.gov.

ii. Take your EIN and a copy of the “Statement of Organization” (California Form 410) that was filed with the Ethics Commission and the state to a financial institution located in the City to open your account.

iii. File a “Controlled Committee Bank Account Information” form (Form 14) with the Ethics Commission within 10 calendar days of opening the account. If you did not include your bank account information on Form 410 when you originally filed it, you must amend that form to include that information.

b. Where must the account be opened?

The campaign checking account must be established at a financial institution with an office located in the City. Charter § 803(e).

c. Can I use personal funds?

You may open the bank account with your personal funds. If you choose to do this, the committee must report this use of your personal funds as a contribution or loan to your campaign. Cal. Gov’t Code §§ 84216, 84216.5; 2 CCR § 18215.

You may not make campaign-related expenditures directly from your personal funds. You must deposit any personal funds into the campaign checking account before using those funds for campaign-related expenses. The only exception is you may pay your initial filing fees for forms filed with the City Clerk during candidate filing week (see Section 1.C) with personal funds from a personal account. Cal. Gov’t Code §§ 85200, 85201(f); see also FPPC’s "Campaign Disclosure Manual 2", Chapter 1.
d. What about campaign savings accounts and investment instruments?

Although you may only have one campaign checking account, you may transfer campaign funds from that account to certificates of deposit, interest-bearing savings accounts, money market funds, or similar accounts, as long as these accounts are established for campaign purposes and no campaign expenditures are made directly from those accounts. Charter § 803(e); FPPC's "Campaign Disclosure Manual 2", p. 2.7. Before using investment account funds for campaign-related expenditures, the funds must be deposited into the campaign checking account. In addition, you must report any interest earned from these accounts as miscellaneous increases to cash on Schedule I of Form 460.

B. Fundraising Window (when contributions may be received)

Once you have completed the steps above in Section 1, you may begin fundraising. Candidates running for LAUSD seats may begin fundraising as early as September 7, 2015.

You may continue to raise funds up to 9 months after the date of the election, but only for the purposes of retiring campaign debt. Charter § 803(q).

C. Candidate Filing Week (November 7-12, 2016)

During the period commonly referred to as "candidate filing week", candidates are required to file several forms with the City Clerk's Election Division and the Ethics Commission, to establish their candidacies, get their names on the ballot, and disclose certain economic interests. Candidate filing week for this election will be held November 7–12, 2016.

The City's election laws are administered by the City Clerk's Election Division. You may contact that division for information about ballot and election matters, such as nominating petitions, filing fees, and residency requirements. The City Clerk's "General Information for Candidates" brochure also provides helpful information. For your convenience, Ethics Commission staff is typically housed in the City Clerk's Election Division during candidate filing week.

1. Declare your Intent

The first step toward getting your name on the ballot is to file a "Declaration of Intention to Become a Candidate" with the City Clerk's Election Division. This declaration must be filed during candidate filing week. The City Clerk's Office will not issue nominating petitions to you unless you have properly filed this form. You are strongly advised to contact the City Clerk's Election Division at (213) 978-0444 for information about qualifying to appear on the City ballot.

2. Disclose Your Financial Interests

You must file a "Statement of Economic Interests" (California Form 700) with the Ethics Commission by the end of candidate filing week. Govt. Code § 87201. For this election, candidate filing week ends at 12:00 p.m. on Saturday, November 12, 2016. The City Clerk will not issue nominating petitions to you if you fail to meet this deadline. See Section 1.C.3 below.

Form 700 itemizes financial interests that you hold as of the date you declare your candidacy, as well as your sources of income during the 12 months before filing the
form. Govt. Code § 87201. Form 700 is available from the Ethics Commission or from the FPPC’s website.

3. **Circulate and File Your Nominating Petitions**

To qualify for the ballot, you must obtain a required number of signatures from qualified, registered City voters. Nominating petitions are used for this purpose and will be distributed by and filed with the City Clerk’s Election Division.

The City Clerk will not issue nominating petitions to you if you do not file a Form 700 by **12:00 p.m. on November 12, 2016**. See Section 1.C.2 above.

Specific deadlines for receipt of the signed petitions apply and are identified on the election schedule (see “2017 Election Schedule” prior to this chapter). The City Clerk's brochure, "General Information for Candidates", has additional information about obtaining nominating petitions, filing deadlines, and fees.

D. **Important Candidate Information**

1. **Mandatory Candidate and Treasurer Training**

All candidates and their treasurers must complete a mandatory campaign finance training session conducted by the Ethics Commission prior to the primary election. Charter § 803(g). Candidates are strongly encouraged to have their fundraisers and campaign consultants complete a session, as well.

Candidates who have filed a “Declaration of Intent to Solicit and Receive Contributions” will be notified of training sessions. Others should contact the Ethics Commission for upcoming dates.

2. **State Gift Laws**

Once you file your “Statement of Organization” (California Form 410) or “Candidate Intention Statement” (California Form 501), you are prohibited from accepting gifts from any single source in a calendar year with a total value of more than $460. Govt. Code § 89503. This limit may increase in January 2017.

In addition, you must disclose all gifts you receive from one source that are cumulatively valued at $50 or more in the 12 months prior to the date you file your Form 700 during candidate filing week (see Section 1.C.2 above). For information about what constitutes a gift, exceptions to the gift law, or how this law applies to you, please contact the FPPC.

E. **Withdrawing Your Candidacy**

If you decide to withdraw your candidacy after having filed Form 501 and Form 410, you will continue to have campaign statement filing obligations until you terminate your campaign committee. To do this, you must complete all of the following steps to inform your opponents and the public that your campaign is no longer active:
• File a terminating Form 410 with the Secretary of State and submit a copy to the Ethics Commission (a terminating Form 501 is not required).

• File a “Cancellation of the Declaration of Intent to Solicit and Receive Contributions” form (Form 15) with the Ethics Commission.

• File a terminating California Form 460 with the Ethics Commission.
# Checklist of Candidate Filings

## 2017 LAUSD Election

<table>
<thead>
<tr>
<th>Form</th>
<th>Where to File</th>
<th>When to File</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATEMENT OF ORGANIZATION (California Form 410)</td>
<td>Secretary of State (original + 1 copy) Ethics Commission (copy)</td>
<td><strong>Within 10 calendar days</strong> of the day your committee raises (or anticipates raising) $2,000.</td>
</tr>
<tr>
<td>CANDIDATE INTENTION STATEMENT (California Form 501)</td>
<td>Ethics Commission</td>
<td><strong>Before</strong> soliciting or receiving contributions or making expenditures</td>
</tr>
<tr>
<td>DECLARATION OF INTENT TO SOLICIT AND RECEIVE CONTRIBUTIONS (Form 12)</td>
<td>Ethics Commission</td>
<td><strong>Before</strong> soliciting or receiving contributions and <strong>concurrently</strong> with Forms 13 and 16.</td>
</tr>
<tr>
<td>STATEMENT OF UNDERSTANDING (Form 13)</td>
<td>Ethics Commission</td>
<td><strong>Before</strong> soliciting or receiving contributions and <strong>concurrently</strong> with Forms 12 and 16.</td>
</tr>
<tr>
<td>NOTIFICATION OF OTHER CONTROLLED COMMITTEES (Form 16)</td>
<td>Ethics Commission</td>
<td><strong>Before</strong> soliciting or receiving contributions and <strong>concurrently</strong> with Forms 12 and 13.</td>
</tr>
<tr>
<td>CONTROLLED COMMITTEE BANK ACCOUNT INFORMATION (Form 14)</td>
<td>Ethics Commission</td>
<td><strong>Within 10 calendar days</strong> of opening a campaign checking account.</td>
</tr>
<tr>
<td>STATEMENT OF ECONOMIC INTERESTS (California Form 700)</td>
<td>Ethics Commission</td>
<td><strong>During and by the end of candidate filing week</strong> (12:00 p.m. on November 12, 2016).</td>
</tr>
<tr>
<td>DECLARATION OF INTENT TO BECOME A CANDIDATE</td>
<td>City Clerk’s Election Division</td>
<td><strong>During and by the end of candidate filing week</strong> (12:00 p.m. on November 12, 2016).</td>
</tr>
<tr>
<td>NOMINATING PETITIONS</td>
<td>City Clerk’s Election Division</td>
<td>Any time <strong>November 12—December 7, 2016.</strong></td>
</tr>
</tbody>
</table>
CHAPTER 2
DISCLOSURE REQUIREMENTS

State and City laws require LAUSD candidates to publicly disclose certain information about their contributions, expenditures, and campaign communications.

A. Campaign Disclosure Statements

You are required to file periodic campaign disclosure statements with the Ethics Commission, to disclose contributors, monetary and non-monetary contributions, loans received or made, expenditures, unpaid bills, and any increases to cash (e.g., bank interest or dividends received). Cal. Gov't Code § 84211.

1. Filing Forms

You are required to file campaign disclosure statements using either California Form 460 (Long Form) or California Form 470 (Short Form). Both forms may be obtained from the Ethics Commission, the FPPC, or the Secretary of State.

- **California Form 460** - Form 460 is used by controlled committees that have received or plan to receive $2,000 or more in contributions. If you are required to file a Form 460, you will need to file several statements over the course of your campaign. Detailed instructions are included with the form. Helpful instructions are also contained in "Campaign Disclosure Manual 2", which is published by the FPPC and is available on its website.

- **California Form 470** - Form 470 is used by candidates who do not have a controlled committee and do not anticipate receiving $2,000 or more for their campaigns. If you are required to file a Form 470, it should be submitted no later than January 31 for the previous calendar year. If you do raise $2,000 or more, you must file a Form 470 supplement and possibly other forms.

2. Filing Method

If you have raised or spent at least $25,000 in connection with your campaign, you are required to file campaign disclosure statements using the Ethics Commission’s Campaign Electronic Filing System (CEFS). Charter § 803(r)(4).

An "Application for CEFS ID” (Form 18) must be filed with the Ethics Commission in order to access CEFS.

Candidates who are not required to file electronically are encouraged to do so voluntarily.

3. Filing Deadlines

Campaign disclosure statements must be filed by specific deadlines identified by law. The filing schedule at the end of this chapter provides a list of filing deadlines. There are no extensions of the filing deadlines.
An electronic statement is considered filed on the date the CEFS reporting requirements are met. A paper statement is considered filed on the earlier of the date of receipt by the Ethics Commission or the postmark date if it bears the correct address and postage. Govt. Code § 81007.

Late filing penalties (at least $25 per day) and other penalties may apply to campaign statements that are not filed by the filing deadline. See Section 9.A for more information. Charter §§ 803(r)(4)(C), 803(x).

4. Amendments

Sometimes it is necessary for candidates to change the information they provided on their campaign disclosure statements. For example, you may need to amend your Form 460 because you discovered you made an error on your original filing. To amend a previously filed statement, use the filing method that applies to you as described above in Section 2.A.2.

B. 24-hour Reports

When you receive contributions from a single source (including yourself) that total $1,000 or more during the 90 days immediately preceding the date of the election or on the date of the election, you are required to file a 24-hour Contribution Report (California Form 497) with the Ethics Commission (see the filing schedule). You must report the contributions again on the next regular filing of your California Form 460.

If the contribution is a monetary contribution, you must file the report within 24 hours of receipt. If the contribution is non-monetary, you must file the report within 48 hours of receipt. A non-monetary contribution is received on the earliest of the following dates:

- The date the contributor spends money for the goods or services, if the expenditure is made at the behest of the candidate or committee;
- The date you, your committee, or an agent of your committee takes possession or control of the goods or services; or
- The date you or your committee receives the benefit of the goods or services.

C. Campaign Communications

If you distribute or broadcast a campaign communication to 200 or more persons, you must file an electronic copy of the communication with the Ethics Commission at the time of distribution, using CEFS. Charter § 803(r)(3). See Chapter 5 for additional information about campaign communications.

If you make or incur payments for 1,000 or more recorded telephone calls or any other forms of electronic or facsimile transmission of substantially similar content, or makes or incurs expenditures of $1,000 or more for a radio or television advertisement, you must file an electronic copy of the recording or text with the Ethics Commission within 24 hours of the first time the calls, transmission or advertisements are made or aired. Charter § 803(s)(5).
The Ethics Commission is merely a repository for campaign communications, where they are available online to other candidates and members of the public. The Ethics Commission may not change, judge, or comment on the communications. Charter § 803(r)(3).

**D. IRS Reporting Requirements**

Your campaign committee is probably not required to file IRS Form 8871 (“Political Organization Notice of Section 527 Status”). However, you may have to file Form 1120-POL (“U.S. Income Tax Return for Certain Political Organizations”) if your committee has any taxable income, such as interest or dividends. For more information, please contact the IRS’s Tax Exempt and Government Entities Customer Account Services at 877-829-5500.
**CAMPAIGN DISCLOSURE FILING SCHEDULE**

### Primary Election
March 7, 2017

<table>
<thead>
<tr>
<th>Filing Deadline</th>
<th>Type of Statement</th>
<th>Period Covered*</th>
<th>Acceptable Delivery Method**</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 1, 2016†</td>
<td>Semi-Annual</td>
<td>7/1/15 - 12/31/15</td>
<td>Personal Delivery First Class Mail</td>
</tr>
<tr>
<td>August 1, 2016†</td>
<td>Semi-Annual</td>
<td>1/1/16 - 6/30/16</td>
<td>Personal Delivery First Class Mail</td>
</tr>
<tr>
<td>October 11, 2016†</td>
<td>Quarterly</td>
<td>7/1/16 – 9/30/16</td>
<td>Personal Delivery First Class Mail</td>
</tr>
<tr>
<td>January 10, 2017</td>
<td>Quarterly</td>
<td>10/1/16 – 12/31/16</td>
<td>Personal Delivery First Class Mail</td>
</tr>
<tr>
<td>January 26, 2017</td>
<td>1st Pre-Election</td>
<td>1/1/17 – 1/21/17</td>
<td>Personal Delivery First Class Mail</td>
</tr>
<tr>
<td>February 23, 2017</td>
<td>2nd Pre-Election</td>
<td>1/22/17 – 2/18/17</td>
<td>Personal Delivery Guaranteed Overnight Service</td>
</tr>
<tr>
<td>March 3, 2017</td>
<td>3rd Pre-Election</td>
<td>2/19/17 – 3/1/17</td>
<td>Personal Delivery Guaranteed Overnight Service</td>
</tr>
<tr>
<td>24 hours after receiving a contribution***</td>
<td>24-hour Contribution</td>
<td>12/7/16 – 3/7/17</td>
<td>Personal Delivery Guaranteed Overnight Service Telegram Email Fax</td>
</tr>
<tr>
<td>July 31, 2017</td>
<td>Semi-Annual</td>
<td>3/2/17 – 6/30/17</td>
<td>Personal Delivery First Class Mail</td>
</tr>
</tbody>
</table>

### General Election
May 16, 2017 (if held)

<table>
<thead>
<tr>
<th>Filing Deadline</th>
<th>Type of Statement</th>
<th>Period Covered*</th>
<th>Acceptable Delivery Method**</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 6, 2017</td>
<td>1st Pre-Run Off</td>
<td>3/2/17 – 4/1/17</td>
<td>Personal Delivery First Class Mail</td>
</tr>
<tr>
<td>May 4, 2017</td>
<td>2nd Pre-Run Off</td>
<td>4/2/17 – 4/29/17</td>
<td>Personal Delivery Guaranteed Overnight Service</td>
</tr>
<tr>
<td>May 12, 2017</td>
<td>3rd Pre-Run Off</td>
<td>4/30/17 – 5/10/17</td>
<td>Personal Delivery Guaranteed Overnight Service</td>
</tr>
<tr>
<td>24 hours after receiving a contribution***</td>
<td>24-hour Contribution</td>
<td>3/8/17 – 5/16/17</td>
<td>Personal Delivery Guaranteed Overnight Service Telegram Email Fax</td>
</tr>
<tr>
<td>July 31, 2017</td>
<td>Semi-Annual</td>
<td>5/11/17 – 6/30/17</td>
<td>Personal Delivery First Class Mail</td>
</tr>
</tbody>
</table>

**Note:** A candidate in the general election must file a campaign statement for every controlled committee each time a statement is filed for the general committee. Candidates who do not proceed to the general election must continue to file statements on the primary election schedule.

* The period covered by a statement begins the day after the closing date of the last statement filed OR, if no previous statement has been filed, on January 1. For the general election, the 24-hour contribution period begins 24 hours after opening your general election committee.

** Candidates who raise, spend, or have cash-on-hand of $25,000 or more are required to file statements electronically using CEFS. See Section 2.A.2

*** A contribution received during the 24-hour contribution period must also be reported on the subsequent campaign statement filed.

† Deadlines are extended when they fall on a Saturday, Sunday, or a City holiday. The dates above include extensions.
A. **What is a Contribution?**

A contribution is a monetary or non-monetary payment made to a candidate or campaign committee for which no goods, services, or other consideration is provided to the donor in return.

1. **Types of Contributions**
   a. Typical examples of *monetary contributions* include:
      - Your personal funds.
      - Payments from your supporters (checks, cash, credit card transactions, etc.).
      - Proceeds from the sale of tickets to fundraising events.
      - Loans made to your committee.

   b. Typical examples of *non-monetary (in-kind) contributions* include:
      - Food, beverages, flowers, and decorations donated by a supporter for a fundraiser.
      - Printing or mailing costs of a campaign mailer donated by the printer.
      - Professional services not paid for by your campaign.
      - Discounts or rebates that are not extended to the general public.
      - Anything of value given to your committee without full consideration provided in return.
      - The reproduction, broadcast, or distribution of any material you or your committee has used for campaign purposes.
      - Independent expenditure and member communications made in cooperation with (at the behest of) you or your committee.

   c. Contributions do **not** include:
      - Volunteer personal services, unless an employer pays an employee to spend more than 10% of the employee’s compensated time in month rendering services for political purposes. 2 CCR § 18423.
      - A fundraising event that is held in the host’s home or office and costs $500 or less. Govt. Code § 82015(f).

2. **Forms of Monetary Contributions**
   a. **Written Instrument**

      A monetary contribution of $100 or more must be made by a written instrument that contains the name of the contributor and the name of the payee and is drawn from the account of the contributor or an intermediary. Contributions of $100 or more made by money order, traveler’s check, or cashier’s check cannot be accepted, even if the name of the donor and payee are included. Govt. Code § 84300 (c).

   b. **Credit Card**

      If you accept credit card contributions, you must determine whether each contribution is from a personal credit card or a business credit card (so that you can determine whether it is a contribution from an individual or a non-individual).
B. Prohibited Contributions

Federal law prohibits contributions from foreign nationals. A foreign national is a person who is not a citizen of the United States and does not have legal permanent residency status, including a foreign government, corporation, or organization. Additionally, domestic subsidiaries of foreign and U.S. corporations owned by foreign nationals may also be prohibited from making contributions under certain circumstances. 2 USC § 441e; 11 CFR §§ 110.4(a), 110.9(a). Immigrants may make contributions if they have a green card indicating that they have been lawfully admitted for permanent residence in the United States. If you need more information, please contact the Federal Election Commission (“FEC”) or see Appendix 8 for the FEC’s brochure about contributions by foreign nationals.

C. Contribution Limits

There are limits to the amount you can receive in contributions. Before you begin to solicit or receive contributions, you, your treasurer, and your fundraising staff should understand these limits.

1. Per-person Limits

You may not accept more than a certain amount in contributions from a single person in a single election. For the 2017 elections, the per-person limit is:

**LAUSD candidate ......................................................... $1,100**

A "person" is an individual, proprietorship, firm, partnership, joint venture, syndicate, business trust, company, corporation, limited liability company, association, committee, or any other organization or group of persons acting in concert. Govt. Code § 82047.

The primary election and the general election are considered two separate elections. Therefore, one contributor may give you the maximum for the March primary and again for the May runoff election.

**Example:** You begin fundraising for the LAUSD District 3 seat two months before the primary election. The first month, a contributor gives your primary election committee $1,100. That contributor may not contribute any more money in connection with your March primary election campaign. If you have a fundraiser after the primary election to retire debt from that election, the limits still apply. However, if you go on to the runoff election in May, that contributor can give up to the $1,100 limit again to the runoff election committee.

Credit extended for a period of more than 30 days is subject to the applicable contribution limits, unless the creditor demonstrates a commercially reasonable attempt to collect a debt. Charter § 803(b)(6).

It is illegal to accept contributions in excess of the applicable limits. Charter § 803(b)(3). Therefore, you should carefully track the cumulative amount of contributions you receive from every person. In limited circumstances and during limited time frames, you may return or refund certain excess contributions to avoid penalties. The Ethics Commission’s Excess Contribution Policy is provided in Appendix 2.
2. **Cash and Anonymous Contributions**

You may not receive cash contributions of more than $25 per contributor. In addition, you may not receive more than $200 in cash from all anonymous sources for an election. Charter § 803(d). Once your committee receives a total of $200 in anonymous contributions, you must turn over all additional anonymous contributions to the City Treasurer for deposit into the City’s general fund.

3. **Loans**

a. **General**

A loan is a contribution to your campaign (and contribution limits apply), unless the loan is made to you by a commercial lending institution in the regular course of business on the same terms available to members of the public. Charter § 803(a)(6). You may not accept a loan for more than 30 calendar days, except when a commercial lending institution makes the loan in the normal course of business. Charter § 803(b)(6).

b. **Documentation**

Every loan must be made in writing. A copy of the written loan agreement must be emailed to the Ethics Commission by the filing deadline for the campaign statement on which the loan is first reported. Charter § 803(b)(6). You must also maintain in your files the name, address, occupation, and employer of the lender and any guarantor or any person liable for the loan, along with the interest rate and due date.

c. **Personal Loans**

The amount and duration of a loan you make to your committee is not limited.

D. **Aggregation**

In certain circumstances, contributions from two or more persons will be aggregated and considered to be from a single person. This means that the total amount given by those persons is subject to the per-person, per-election contribution limit.

1. **General**

Aggregation is required when one contributor exercises substantial control over another contributor’s contribution activity. Charter § 803(n). If one aggregated person is prohibited from making a contribution in an LAUSD election, then all aggregated persons are also prohibited.

*Example 1*: A sole proprietor of a minor league baseball team contributes $800 from her personal checking account to a School Board candidate. She may not make a separate contribution from the ball club’s bank account of more than $300.

*Example 2*: An individual who contributes $1,100 from his own bank account may not make a contribution of any amount from the bank account of another individual for whom he holds financial power of attorney.
Example 3: If a business entity makes a contribution of $1,000 to an LAUSD candidate, an individual who holds a 50-percent investment interest in the business may not make a personal contribution of more than $100.

Example 4: The CEO of a corporation directs the corporation to make a $1,100 contribution to a School Board candidate. He may not make a separate contribution in any amount from his personal checking account.

Example 5: Alan and Bob each have a 40-percent share in Company A. Alan has a 40-percent share and Bob has a 20-percent share in Company B. If Company A makes a $1,100 contribution to a School Board candidate, Company B may not make a separate contribution in any amount to the same School Board candidate.

2. Spouses and Children

Contributions by spouses are treated as separate contributions—each individual may make contributions up to the applicable limit. Contributions from children under the age of 18 are presumed to be contributed by their parents and attributed either half to each parent or entirely to a single custodial parent. Charter § 803(o).

3. Joint Checking Accounts

a. State law specifies standard ways in which contributions from joint checking accounts must be attributed. 2 CCR § 18533.

i. If a contribution check has the name of more than one individual imprinted on it, the contribution must be attributed to the individual whose name appears on the check and who also signs it.

ii. If each individual whose name is imprinted on a check signs it, the contribution must be attributed equally to each person.

iii. If the name of the individual who signs the check is not imprinted on the check (e.g., a contribution from a trust account), the contribution must be attributed to the person whose name appears on the check.

b. Standard attributions may be altered if each affected person (e.g., each individual whose name is imprinted on a check) signs a document indicating that different amounts should be attributed to them. That document must accompany the check.

4. Avoiding Penalties

Taking the following steps before depositing a contribution will help you prevent the receipt of excess contributions:

a. Check for similar names of individuals and businesses. For example, contributions from “John Doe” and “Doe Paints, Inc.” may be from the same contributor.

b. Check for similar addresses of contributors.

c. Compare the occupation and employer information of each contributor.
Contributions from an individual must be aggregated with those of an entity when the individual has certain ownership interests in the entity. Some occupations may indicate an ownership interest (e.g., owner/proprietor, businessman, chief executive officer, president, investor, partner, general partner).

The Ethics Commission’s Campaign Electronic Filing System (CEFS) allows authorized users to check for aggregation using the methods described above.

If you have contributions that appear to require aggregation, you must obtain reliable third-party documentation to show that aggregation is not required. A contributor verification document is available on the Ethics Commission’s website for this purpose. Documentation may also include a business entity’s publication materials that identify the individuals who control the entity, a written statement from a person who is authorized to speak on behalf of a business entity, and similar types of documents.

5. Disgorging Excess Contributions

In certain circumstances and certain time frames, you may return an excess contribution to avoid enforcement penalties. See the “Excess Contribution Policy” in Appendix 2 for more information.

E. Returned Contributions

A contribution is not considered received or accepted and does not need to be reported if it is not cashed, negotiated, or deposited and is returned to the contributor within certain time frames. Gov’t Code § 84211(q); 2 CCR § 18531. The FPPC’s “Campaign Disclosure Manual 2” provides instructions for how to report returned contributions and bounced contribution checks.
CHAPTER 4
EXPENDITURES

A. What is an Expenditure?

A campaign expenditure is a payment made for goods or services that is reasonably related to a political purpose. Gov’t Code § 82025. Typical examples of campaign expenditures include but are not limited to payments for the following:

- Campaign communications, mass mailings, slate mailers.
- Campaign consulting and other professional services (legal, accounting, etc.).
- Advertising (print, electronic media, outdoor signs, etc.)
- Rent for office space or equipment.
- Salaries for campaign workers.

B. Allowable Expenditures

All of your campaign expenditures must be reasonably related to a political purpose. Gov’t Code § 89512.

1. Your Candidacy

You may only use your campaign funds to make expenditures relating to your candidacy for office. You may not use your campaign funds to support ballot measures or other candidates for elective office. Charter § 803(b)(7). In addition, funds from your campaign committee or officeholder committee may not be transferred to another committee established for a different elective office or to an independent committee that supports or opposes a candidate for elective office.

2. Personal Benefit

An expenditure that gives you a substantial personal benefit must be directly related to a political, legislative, or governmental purpose. Gov’t Code § 89512. The PRA governs the use of campaign funds for attorney fees, automobile expenses, charitable donations, clothing, equipment and appliances, legal fines, gifts, health-related expenses, loans, professional services, real property, tickets for entertainment events and political fundraisers, travel and accommodations, and victory celebrations. Please contact the FPPC with specific questions.

C. Expenditure Methods

All campaign expenditures must be made from your campaign checking account. Charter § 803(e); Gov’t Code § 85201. However, you may make expenditures by credit card or from a petty cash fund:

1. Credit Cards

Credit card accounts may be established in the name of your campaign committee. Payments to the credit lender must be made from the campaign checking account.

If your committee uses your personal credit card, the account must have a zero balance when the committee begins to use the card. Personal expenditures may no
longer be made on that account until the campaign's balance has been paid and no other campaign expenditures will be made with that the credit card.

You must maintain credit card bills. You must also maintain original invoices and receipts for each credit card expenditure of $100 or more. You must disclose complete vendor information on Schedule E of California Form 460.

2. Petty Cash Fund

Expenditures of $100 or more may not be made in cash. However, your campaign may disburse up to $50 per week from the campaign checking account for petty cash purposes. Gov’t Code § 84300(b); Charter § 803(i). The petty cash account may not have a balance of more than $100 at any time. Receipts and other documentation must be maintained to account for expenditures made from the petty cash fund.

D. Reimbursing Expenses

1. Personal Funds

You may not make campaign-related expenditures directly from your personal funds. You must first deposit personal funds into the campaign checking account before using them for campaign expenditures (except for your initial filing fee and the fee for your “Statement of Qualification”). See Section 1.A.3 for more information about the campaign checking account. Personal funds must be reported as a contribution to your campaign. See Section 1.A.3 for more information.

2. Volunteers and Paid Employees

Volunteers and paid employees may be reimbursed for goods, services, and travel expenses if:

• Reimbursement is made within 45 calendar days after the expenditure was made; and

• Your treasurer received a written description of each expenditure and a dated receipt or invoice prior to reimbursement. Gov’t Code § 83201(e); 2 CCR § 18526(a)(2).

3. Agents and Independent Contractors

Agents and independent contractors may be reimbursed for goods, services, or travel expenses if all of the following apply:

• The expenditure was made pursuant to a written contract, which provides for the reimbursement of such expenditure, between you or your committee and the agent or independent contractor; and

• Reimbursement is made within 45 calendar days after the expenditure was paid; and

• Your treasurer received a written description of each expenditure and a dated receipt or invoice prior to reimbursement. Gov’t Code § 83201(e); 2 CCR § 18526(b)(2).
4. **Time Limit**

If reimbursements are not paid within 45 calendar days, the expenditure or provision of goods or services is considered a non-monetary contribution to your campaign.

**E. Accrued Expenses**

Campaign statements must contain the total amount of expenditures, as well as an itemization of each expenditure of $100 or more, made during the period covered by the campaign statement. Gov’t Code § 84211. An expenditure is made on the earlier of the date the payment is made or the date consideration (the good or service) is received. Gov’t Code § 82025. Expenditures for goods or services received in one reporting period but paid in part or in full during another period are commonly referred to as "accrued expenditures."

1. **Reporting Accrued Expenses**

You must report accrued expenses of $100 or more on Schedule F of California Form 460. Accrued expenses must be disclosed in the reporting period that they are accrued and in each reporting period thereafter until the expense is paid in full. Once payment is made in full, the expense must also be reported on Schedule E.

*Example: During the last two months of 2015, you ordered and received literature from a printer at a cost of $2,500, but you did not pay the printer until April 2016. On the January 2016 semi-annual campaign statement, you must report the $2,500 unpaid bill as an accrued expense on Schedule F of your Form 460. On the July 2016 filing, you must itemize the accrued expense on Schedules E and F and report a beginning balance of $2,500, a payment of $2,500, and a balance owed of $0.*

2. **Administrative Expenses**

Regularly recurring administrative overhead expenses (rent, utilities, campaign salaries, etc.) continue from one reporting period to another. However, they do not have to be reported as accrued expenses, as long as the payment due date has not occurred by the end of the reporting period. 2 CCR § 18421.6(b).

Contracts with consultants and independent contractors are not considered regularly occurring administrative overhead and must, therefore, be accrued. 2 CCR § 18421.6.

3. **Credit Card Bills**

Credit card bills that are not paid in full may need to be accrued. See FPPC's "Campaign Disclosure Manual 2", p. 8.41

Additional information about accrued expenses is available in the FPPC's "Campaign Disclosure Manual 2".
CHAPTER 5
CAMPAIGN COMMUNICATIONS

A. *Disclaimers*

A campaign communication paid for or authorized by your campaign must include a disclaimer that identifies your campaign.

A communication is a campaign communication if both of the following are true:

- It expressly advocates the election or defeat of a Board of Education candidate or ballot measure or, taken as a whole and in context, urges a particular result in a Board of Education election *and*
- It is authorized, distributed, or paid for, or behested by a Board of Education candidate or committee.

1. **Disclaimer Requirements**

State law requires that any candidate or committee that pays for 500 or more similar telephone calls, whether recorded or not, include the words "Paid for by" or "Authorized by" immediately followed by the name of the committee as having paid for or authorized the call. This requirement does not apply to calls personally made by the candidate, campaign manager, or volunteers. Govt Code § 84310; 2 CCR § 18440.

State law also requires identification on contribution solicitations and mass mailings of more than 200 similar pieces of mail sent in a single calendar month. Contribution solicitations must identify the name of the controlled committee. Mass mailings must include the name of the candidate, committee name, street address, city state, and zip code on the outside of each piece of mail in no less than 6-point type and in a color or print which contrasts with the background so that it is easily read. Govt Code §§ 82041.5 and 84305; 2 CCR 18435; 18523.1

2. **Recordkeeping**

See Section 6.C for information about recordkeeping for campaign communications.

3. **Other Requirements**

a. If you mail 200 or more copies of a campaign communication in envelopes, the outside of the envelopes must include your name and address. Gov’t Code § 84305.

b. If the information in a disclaimer changes, the campaign communication must be amended within five business days.

B. *Disclosure Requirement*

If you distribute or broadcast a campaign communication to 200 or more persons, you must file an electronic copy of the communication with the Ethics Commission. See Section 2.C for additional information.
CHAPTER 6
RECORDKEEPING REQUIREMENTS

You are required to maintain detailed records regarding your campaign’s activities. Gov’t Code § 84104. You must maintain the records for at least four years and make them available to the Ethics Commission upon request. 2 CCR § 18401(b)(2).

The checklist in Chapter 10 provides detailed information about how to maintain sufficient records.

A. Contribution Records

1. Contributor Information

You may not deposit a contribution into your campaign checking account until you have the following information on file. Charter § 803(r)(2). You must return every contribution of $100 or more within 60 days if you do not have all of the required information. Gov’t Code § 85700.

a. Contributor's name

This must be the contributor’s legal name. A contribution made in the name of someone other than the true source of the contribution is an "assumed name" contribution. Charter § 803(j). It is commonly referred to as political money laundering, and it is illegal.

Example 1: Joe makes a contribution, and Bob reimburses him for it. Bob is the true source of the contribution, but neither of them discloses that fact. They have engaged in political money laundering.

Example 2: Susan makes a contribution and says it can be divided among all three of the adults who share her address. However, the other adults are unaware that she has done this, and they have not provided any funding for the contribution. Susan has laundered the portions of the contribution that are attributed to the other adults.

If you discover that your committee received an assumed-name contribution, you must promptly pay the amount received to the City Treasurer for deposit in the City’s general fund. Charter § 803(j). Persons who launder contributions, knowingly receive laundered contributions, or aid and abet someone engaging in political money laundering are subject to criminal prosecution, civil suits, and administrative penalties. Charter § 803(v).

b. Contributor's address

This must include the street address, city, state, and zip code. A post office or business service center box may not be used.

c. Contributor’s occupation and employer

If the contributor is self-employed, you must record the name of that individual’s business. It is not sufficient to report the contributor as “self-employed.” For
example, if contributor John Smith is a doctor and operates his own practice, his contributor information would be as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>#9 Main Street</td>
<td>$650 on 8/18/16</td>
</tr>
<tr>
<td></td>
<td>Los Angeles CA 90000</td>
<td>$450 on 9/7/16</td>
</tr>
<tr>
<td>Occupation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doctor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employer:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Smith Medical Office</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If a contributor is retired, a homemaker, or unemployed, record that information.

This information is not required if the contributor is a non-individual.

d. Amount of contribution

For non-monetary contributions, you must disclose the fair market value. The fair market value is the amount you or your committee would pay on the open market for the good or service. First try to obtain this information in writing from the contributor. If that is not possible, you can contact vendors who provide the same or similar goods or services for an estimate of the fair market value. You should maintain a written record that describes the method you used to assess the fair market value.

e. Date of contribution

The date of a contribution is the date that you, your treasurer, or an agent for your committee obtains possession or control of the contribution. It is not the date the contribution is deposited or the date of a check. 2 CCR § 18421.1.

2. Loans

A loan is a contribution to your campaign. See Section 3.C.3 for a more detailed discussion. For each loan, you must keep in your files the following information:

a. The amount of the loan.

b. The lender.

c. The interest rate.

d. The due date.

e. The contributor information in Sections 6.A.1.a–c for guarantors and persons liable for the loan.

B. Expenditure Records

1. You must keep detailed records of all expenditures made by your campaign. For every payment of $25 or more, your records must identify the name and full address of the vendor or payee, the amount of the expense, the date of the transaction, and a description of the good or service paid for. Your expenditure records must include at least the following:
a. Receipts, bills, invoices, and work orders for expense transactions.
b. Receipts and invoices for credit card payments.
c. Receipts and invoices for petty cash payments.
d. Canceled checks, bank statements, and check registers.
e. Contracts
   i. Employment agreements.
   ii. Independent contractor agreements.
   iii. Rental and lease agreements.
   iv. Other contracts for service to your campaign.

   Example: Jane hires a campaign consultant to produce and distribute campaign communications for her. Jane must maintain all original invoices, bills, and receipts from each of the vendors used by the consultant. It is not sufficient for Jane to keep merely an invoice from the consultant that lists payments made to different vendors.

2. A person who supplies goods or services to your campaign must keep detailed records of any transaction involving expenditures by your campaign. These records must be kept for at least four years and must be made available to the Ethics Commission upon request. You should make your vendors aware of this requirement.

C. Campaign Communication Records

Campaign communications are discussed in more detail in Section 2.C., 5.A. For each campaign communication, you must retain the following in your records:

1. An original sample.
2. The distribution date.
3. The number of pieces distributed.
4. The method of distribution.
5. Related expenditures.
CHAPTER 7
AFTER THE ELECTION

Even after an election is over, you continue to have responsibilities and legal obligations.

A. Fundraising

1. You may receive contributions up to 9 months after the date of the election. Charter § 803(q).
   a. Contribution limits continue to apply. See Section 3.C.
   b. Contributions solicited or received after the election may be used only to retire campaign debt incurred for that election. Charter § 803(q).

2. Restrictions on repaying personal loans apply after an election.

B. Candidates Moving on to the General Election

Candidates who proceed to the general runoff election must take the following steps:

1. Form a new committee for the general election.
   a. File a California Form 410
      i. The original plus one copy with the Secretary of State’s office; and
      ii. A copy with the Ethics Commission.
   b. Use a different name for your general committee that includes the term "runoff" or "general".
   c. You do not have to terminate your primary election committee.

2. Open a new bank account for the runoff campaign committee.
   a. Include the new bank account information on the Form 410 for your general committee. If you do not have a new bank account when you file your original Form 410, you must amend it with the bank information when you have it.
   b. File a “Committee Bank Account Information” form (Form 14) with the Ethics Commission within 10 calendar days of opening the account.
   c. You do not have to close your primary election bank account.

You are responsible for maintaining adequate documentation to show that primary election expenditures are made from the primary bank account and general election expenditures are made from the general bank account.
3. File a new “Declaration of Intent to Solicit and Receive Contributions” (Form 12). The declaration you filed for the primary election is automatically void after the primary election occurs. Charter § 803(b)(1).

4. File a new "Notification of Other Controlled Committees" form (Form 16) concurrently with the “Declaration of Intent to Solicit and Receive Contributions”.

5. File required campaign disclosure statements for all of your controlled committees (e.g., primary election committee, general election committee, state committees, etc.).

C. Candidates Elected to Office

1. Campaign funds remaining in your campaign bank account may be used as follows:
   a. Retire campaign debt for the election.
   b. Pay compliance, fundraising, or certain inauguration expenses for the campaign.
   c. Return contributions to contributors.

D. Terminating Your Committee

Your campaign committee may be terminated after an election once you have done all of the following (Cal. Gov’t Code § 84214; 2 CCR § 18404):

1. Your committee has a zero ending cash balance on its final California Form 460.
   a. You have disposed of remaining campaign funds. You may dispose of them as follows (defeated candidates must do so by September 30):
      i. Retire campaign debt for the election.
      ii. Pay compliance, fundraising, or certain inauguration expenses for the campaign.
      iii. Return contributions to contributors.
   b. Your committee is no longer receiving contributions or making expenditures.
   c. You have eliminated all your debts or you declare that you have no intention or ability to discharge all your debts and have obtained a signed, bona fide business write-off declaration from your affected vendors.

2. You have filed these documents:
   a. All required campaign statements disclosing all reportable transactions, including the disposition of funds.
   b. “Statement of Organization” (California Form 410)
      i. File the original and one copy with the Secretary of State.
      ii. File a copy with the Ethics Commission.
   c. “Termination Statement” (California Form 460)
      i. File the original with the Ethics Commission.
CHAPTER 8
AUDITS

The Ethics Commission is required to conduct audits to ensure that campaign activity complies with state and City laws and is accurately disclosed to the public. Charter § 803 (u).

A. How the Audit is Conducted

Audits are conducted after the election is over and the semi-annual campaign statement has been filed. An audit guide is provided to committees well in advance of the audit, so that they can familiarize themselves with the audit process. The Ethics Commission auditors will work with you during the audit, to help clarify issues and resolve any potential audit findings.

A written audit report is published for each committee. The report contains statements of fact about the committee's compliance with applicable laws and, if necessary, identifies audit findings. You will have an opportunity to review a draft report and may provide a written response to any audit findings it contains. Your response will be included in the final audit report.

For more information about the audit process, please refer to the “Audit Policy” in Appendix 3.

B. Your Responsibility

You must maintain detailed accounts, records, bills, and receipts necessary to prepare your campaign statements. Charter § 803(h). It is your responsibility to make sure that you obtain, at a minimum, all of the documentation specified in Chapter 10.

You must retain your campaign documents for at least four years after the related campaign statement is filed. You must also provide your campaign records to the Ethics Commission when asked to do so.
CHAPTER 9
ENFORCEMENT

A person who fails to comply with the campaign finance laws is subject to a variety of potential penalties.

A. Late Filing Fees

In addition to any other penalty that may be imposed, information and documents that are not timely filed are subject to late fees:

1. Filings required by City law are subject to late fees of $25 per day, up to $500 per filing.
2. Filings required by state law are subject to late fees of $10 per day, up to $100 per filing. Cal. Gov’t Code § 91013.

B. Administrative Penalties

The Ethics Commission is required to conduct investigate and enforce against violations of the campaign finance laws. Charter § 706. When the Ethics Commission determines that a violation has occurred, it may issue an order to do one or more of the following:

1. Cease and desist from the violation.
2. File required documents or information.
3. Pay a monetary penalty of up to the greater of $5,000 per violation or three times the amount that was improperly reported, contributed, spent, or received.

A person who aids or abets another person in a violation of a City campaign finance law is also subject to administrative enforcement. Charter § 706.

C. Other Liability

A person who violates or aids and abets another in a violation of the City’s campaign finance laws may also be held accountable through criminal misdemeanor charges and civil actions. Charter § 803(v);

D. Whistleblower Hotline

The Ethics Commission is required to maintain a whistleblower hotline for reports of possible violations of the law. Charter § 702(g). A complaint may be made anonymously, but it is helpful to include your contact information and as much relevant information as possible.

Whistleblower Hotline:
(800) 824-4825
ethics.lacity.org/whistleblower/complaint.cfm

The Ethics Commission cannot comment on the existence or nonexistence of a pending investigation. This is required by City law to protect the integrity of the investigation, protect the reputations of parties against whom complaints are filed, and prevent political manipulation of the complaint process. Charter § 706(a)(2); LAAC §§ 24.23(a)(4), 24.29(c).
CHAPTER 10
COMMITTEE CHECKLIST

Have you done these things?

Before Raising or Spending Money:

__ Familiarize yourself with the fundraising window for your elective office (Section 1.B).
__ Review the state and City laws pertaining to Board of Education elections (See Introduction Section).
__ Learn the contribution limits for your elective office (Section 3.C).
__ File all required forms with the Ethics Commission (Section 1.A.1).
__ Open one campaign checking account and file the related forms (Section 1.A.3).
__ Upon raising or spending $2,000, organize your campaign committee by filing California Form 410 (Section 1.A.2).

During Candidate Filing Week:

__ File all forms required by the City Clerk’s Election Division (Section 1.C).
__ File your Statement of Economic Interests (California Form 700) (Section 1.C.2).

Throughout Your Campaign:

__ File campaign disclosure statements (Section 2.A).
__ File 24-hour contribution reports (Section 2.B).
__ Include disclaimers in campaign communications (Section 5.A.1).
__ File an electronic copy of each campaign communication at the time of distribution if distributed to 200 or more persons (Section 2.C).

Retain for Your Records:

__ Contributor information, including the name, address (including zip code), occupation, employer (if self-employed, the name of the business), date of contribution, amount of contribution, and cumulative amount of all contributions.
__ Photocopies of contribution checks.
__ Documentation of whether each contribution is a personal or business contribution.
__ Documentation of whether each contribution results from fundraising activity by a lobbying entity.
Copies of deposit receipts and deposit slips attached to the associated checks.

Bank statements, check registers, journals, passbooks, etc.

Bank debit and credit memos, including non-sufficient funds (NSF) check notices and redeposit slips.

Sample contributor card and website contribution page with disclaimers.

Originals of all mass mailings and campaign literature and records to document the date mailed, the number of pieces sent, the method of postage, and filing with the Ethics Commission.

Copies of campaign scripts, recordings, and print ads.

Documentation, such as canceled checks, invoices, receipts, bills, contracts, for all expenditures, including records of media buys and associated costs.

Documentation of loans, including written agreement, lender name, amount lent, due date, and interest rate.

A record of your committee’s efforts to resolve campaign issues pertaining to matters such as aggregation of contributions, missing or incomplete contributor information.

Documentation from contributors showing that certain contributions do not require aggregation, such as the verification form available on the Ethics Commission’s website, written statements from individuals authorized to speak on behalf of the contributor, or publication materials showing ownership or control of a business entity.

Contracts.

Original invoice/receipt for each credit card transaction.

Original invoice/receipt for each payment made by a campaign consults.
Appendix 1: Charter Provisions on Campaign Finance
   Charter § 803

Appendix 2: Excess Contribution Policy

Appendix 3: Audit Policy

Appendix 4: Federal Elections Commission’s Brochure on Foreign Nationals
APPENDIX 1

Charter Provisions on Campaign Finance

*Charter § 803*
LAUSD Campaign Finance

♦♦♦ Los Angeles City Charter Section 803

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## Los Angeles City Charter

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SEC. 803   ELECTION OF BOARD MEMBERS

The election of Members of the Board of Education of the Los Angeles Unified School District shall be conducted in accordance with Sections 400 through 440 of the Charter and applicable ordinances consistent with the Charter. In order to encourage a broader participation in the political process by placing limits on the amount any person may contribute or otherwise cause to be available to candidates for election to the Board of Education, the following campaign finance provisions apply to elections of the members of the Board of Education. This section is intended to supplement the Political Reform Act of 1974.

(a)  Definitions.

(1)  “Behested” means and will be treated in the following manner for purposes of this section:

(A)  An expenditure behested by a candidate or candidate’s controlled committee is not an independent expenditure and shall be treated as a contribution to the candidate or committee that behests the expenditure. A payment is behested if it is made:

(i)   at the request or suggestion of the candidate, committee, or the candidate or committee’s agent;

(ii)  in concert with, with the cooperation of, or in consultation with, the candidate, committee, or the candidate or committee’s agent; or

(iii) under any arrangement, coordination, or direction between the candidate, committee, or the candidate or committee’s agent.

(B)  An expenditure is behested without limitation under the following circumstances:
(i) active involvement or participation by a candidate in the creation or design of a communication financed by the spender, including consultation between the spender and the candidate about content;

(ii) solicitation by the spender and/or provision by the candidate of materials specifically for use in the communication or procuring the candidate’s consent to include specific materials in the communication; or

(iii) arranging with the candidate for preparation of any materials used in the communication.

(C) There is a rebuttable presumption that an expenditure is behested, and therefore not independent, if:

(i) it is made by or through any agent of the affected candidate or member of the candidate’s controlled committee in the course of his/her involvement in the current campaign;

(ii) in the election cycle during which the expenditure is made, both the spender or the spender’s agent and the candidate on whose behalf the expenditure is made retain the same individual or entity to provide non-ministerial, campaign related professional services (non-ministerial, campaign related professional services include, but are not limited to: polling or other campaign research, media consulting or production, direct mail consultation, and fundraising);

(iii) the expenditure finances a communication that replicates, reproduces, republishes, distributes, or disseminates, in whole or substantial part, a broadcast, written, graphic, or other form of campaign material designed, produced, paid for, or distributed by the affected candidate, his or her committee, or agent;

(iv) the expenditure is based on information about a candidate’s campaign plans, projects, or needs not generally available to the public; or
information provided directly or indirectly by that candidate, committee, or their agents to the spender or spender’s agent, with an express or tacit understanding that the expenditure was being considered;

(v) the spender or spender’s agent discusses or negotiates the content, timing, location, mode, intended audience, volume of distribution, or frequency of placement of a communication financed by the spender with the candidate whose election or nomination is advocated by the spender or whose opponent’s defeat is advocated by the spender;

(vi) in the election cycle during which the expenditure is made, the spender or spender’s agent is serving or has served in a formal executive, policy-making, or advisory position with the candidate’s campaign or has participated in strategic or policy-making discussions with the candidate’s campaign relating to that candidate’s pursuit of nomination or election to office, and the candidate is pursuing the same office as a candidate whose nomination or election the expenditure is intended to influence;

(vii) the expenditure is made after a request to the spender or spender’s agent by the candidate, the candidate’s controlled committee, or their agents for an expenditure on the candidate’s behalf; or

(viii) the expenditure is made in connection with or as a consequence of fundraising events or campaign activities co-sponsored by the candidate and the spender or the spender’s agent.

(D) An expenditure will not be deemed behested merely when:

(i) a spender or spender’s agent interviews a candidate on legislative or policy positions or issues affecting the spender or discusses
campaign-related issues with the candidate, such as platforms, polling information, which organizations support the candidate and which support his/her opponent, or the identity of the consultants the candidate plans to hire, provided that prior to making a subsequent expenditure based on that information, the spender or his agent has not communicated with the candidate, candidate’s controlled committee, or their agents concerning the expenditure;

(ii) the spender solicits and/or obtains a photograph, biography, position paper, press release, or similar material from the candidate, candidate’s controlled committee, or their agents and, without the prior knowledge, control, or involvement of the candidate, candidate’s controlled committee, or their agents, subsequently utilizes or incorporates that information to create a communication in support of the candidate or in opposition to his or her opponent;

(iii) the spender made prior contributions to the candidate;

(iv) the spender communicates to the candidate, the candidate’s controlled committee, or the agent of either, the intent to make an independent expenditure without discussing any of the items mentioned in Subparagraph (C)(v) of this section;

(v) a member of an organization that makes an expenditure renders volunteer personal services to or works for the affected candidate’s campaign, unless the volunteer or campaign worker was also involved in the activities of the spender-organization’s political action committee or makes payments on behalf of the spender-organization, or is serving or has served the affected candidate’s campaign in one of the capacities described in Subparagraph (C)(vi) of this section;
(vi) the expenditure was made in response to an unsolicited request from political party leaders or their agents that the committee “support” the candidate or make an expenditure relating to the candidate;

(vii) the expenditure finances the cost of preparing or disseminating candidate evaluations to voters or conducting a political survey; or

(viii) the spender employs or is under contract with a political consultant or pollster who rendered services to a candidate in prior years.

(2) “Board of Education office” means the office of a member of the Board of Education of the Los Angeles Unified School District.

(3) “Candidate or Committee Agent” means any person who has express or implied authority to make or to authorize the making of expenditures on behalf of the candidate. There shall be a rebuttable presumption that the following have that authority: current or former officers of the candidate-controlled committee, employees of the campaign, persons who have received compensation or reimbursement from the campaign, or any person who has been placed in a position within the campaign organization where it would reasonably appear that in the ordinary course of campaign-related activities he or she may authorize expenditures. A candidate’s agent is also any person who is serving or has served in an advisory, decision-making, or strategic role with a candidate’s campaign, with or without compensation, where that person’s duties and/or actions reflect or require direct knowledge of the candidate’s campaign strategy, plans, or needs.

(4) “Election” means any primary nominating election, a general election, a special election and a recall election.

(5) “Independent expenditure” means an expenditure made by any person in connection with a communication that expressly advocates the election or defeat of a clearly identified candidate; 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.
(6) “Loan” means and will be treated in the following manner for purposes of this section:

(A) A loan shall be considered a contribution from the maker and the guarantor of the loan and shall be subject to the contribution limitations of this section.

(B) The proceeds of a loan made to a candidate by a commercial lending institution in the regular course of business on the same terms available to members of the public and which is secured or guaranteed shall not be considered to be a contribution within the meaning of the contribution limitations of this section.

(C) Extensions of credit (other than loans referred to in Subdivision (6)(B)) for a period of more than 30 days are subject to the contribution limitations of this article.

(7) “Member communications” means payments made pursuant to Government Code Section 85312.

(A) For purposes of this article, payments for member communications that are behested by candidates, with the exception of payments for a regularly published newsletter or periodical limited solely to individual members not exceeding the amount of payments regularly made to publish a regular newsletter or periodical, shall be considered contributions to that candidate or candidate controlled committee for purposes of the contribution limits reporting requirements contained in this article.

(B) For purposes of this article, member communications that are not behested by a candidate, a candidate’s controlled committee, or an agent of a candidate or a candidate’s controlled committee are not considered contributions to a candidate.

(C) Member communications that are not behested by a candidate, a candidate’s controlled committee, or an agent of a candidate or a candidate’s controlled committee and are not payments for a regularly published newsletter or periodical limited solely to individual members and do not exceed the amount of payments regularly made to publish a regular
newsletter or periodical, are considered expenditures and are required to be reported pursuant to Subsection (s).

(8) “Non-Candidate Spending” means any combination of independent expenditures and/or member communications that are not behested by a candidate.

(b) Campaign Contribution Limitations.

(1) No intended candidate for the Board of Education, and no committee acting on behalf of such candidate, shall solicit or accept, or cause to be solicited or accepted, any contribution for use in any election for such office unless and until such candidate shall have filed a Declaration of Intent to Solicit and Receive Contributions in connection with candidacy for a specific Board of Education office. That declaration shall be filed with the City Ethics Commission on a form prescribed by the City Ethics Commission. Once the election takes place, the declaration is thereafter void. No person may have on file at the same time more than one declaration for any single election. A candidate may, however, file a form canceling one declaration and may thereafter file a new declaration.

(2) The candidate and the treasurers of the candidate’s controlled committees shall file with the City Ethics Commission on a form prescribed by the City Ethics Commission a statement under oath that the candidate and the treasurers have read and understood Section 803. This statement shall be filed concurrent with the filing of the Declaration of Intent to Solicit and Receive Contributions.

(3) No person shall contribute a total of more than $1,000 to any candidate for the Board of Education and to his or her controlled committee for a single election. A candidate for the Board of Education shall not accept any contribution or contributions totaling more than $1,000 from any person for a single election. Nothing in this section is intended to limit the amount a candidate can contribute to his or her candidacy for the Board of Education from his or her personal funds.
(4) No person shall make to any committee (other than the candidate’s controlled committee), which supports or opposes any candidate for the Board of Education, and no such committee shall accept from any such person, a contribution or contributions totaling more than $1,000 in any calendar year.

(5) No person shall make a contribution in connection with a single election for a Board of Education office, which would cause the aggregate amount of such contributions by that person to exceed a sum equal to $1,000 multiplied by the number of Board of Education offices appearing on the ballot at that election, but in no case less than $2,000, in connection with all candidates in that election seeking election to all Board of Education offices; provided, however, that a candidate shall not be limited by this Subdivision (5) in the amount he or she may contribute or expend in connection with his or her own campaign.

(6) No person shall make, and no person or candidate shall solicit or accept any loan of more than $1,000 for use in connection with an election for the Board of Education. Further, no person shall make, and no person or candidate shall solicit or accept any loan for use in connection with an election for a Board of Education office for a period of more than 30 days. Loans to a candidate or to a candidate’s controlled committees shall be counted against the contribution limitations applicable to the candidate. A candidate is not prohibited from obtaining a personal loan of any amount from a licensed financial lending institution in the regular course of business, unless the loan is made for political purposes. Every loan to a candidate or the candidate’s controlled committee shall be by written agreement, which shall be filed with the candidate’s or committee’s campaign statement on which the loan is first reported. This Subdivision (6) shall not limit the amount or duration of loans from the candidate to his or her own campaign.

(7) Any contributions solicited or accepted pursuant to this section shall be expended only in connection with the candidacy for the office specified in the candidate’s Declaration of Intent to Solicit and Receive Contributions. Contributions solicited or accepted pursuant to this section for one individual shall not be expended for the candidacy of any other individual seeking another Board of Education
office or in support of or in opposition to any Los Angeles Unified School District ballot measure. No candidate, committee controlled by a candidate, or elected member of the Board of Education shall use contributed funds to make any contribution to any other candidate running for office or to any committee supporting or opposing a candidate for office. Provided, however, a candidate shall not be prohibited from making a contribution from his or her own personal funds to his or her own candidacy, to the candidacy of any other candidate or in support of or in opposition to any Los Angeles Unified School District ballot measure.

(c) Adjustment of Limits.

Every four years, the City Ethics Commission shall review whether the contribution limitations contained in this section should be adjusted to reflect changes in the Consumer Price Index (CPI) for the Los Angeles-Long Beach Metropolitan Statistical Area. The first review shall begin at the end of the calendar year 2011. If the contribution limitations are not adjusted during any review period, the limitations may be adjusted in a subsequent four-year review period, up to the overall increase in the CPI since the last adjustment. Any change to the contribution limitations shall be effective for any subsequent election for which the fundraising period has not yet opened as provided in Subsection (q). The City Ethics Commission shall forward a report with its findings to the Council by March 1, following each review. Within 60 days after the City Ethics Commission forwards its report to the Council, the Council shall hold a public hearing concerning the matter and act to approve or disapprove the report. If the Council fails to disapprove within the 60 day period, the report shall be presented to the Mayor for approval or veto, and to the Council for override of the Mayor’s veto. If approved by the Mayor, or if the Mayor fails to act, or if approved by the Council on override of the Mayor’s veto, the amount specified in the report shall have the force of law as the contribution limitations applicable to this section, subject to all penalties and remedies in this section.

(d) Cash Contributions and Anonymous Contributions.

No person shall make, and no candidate or committee shall solicit or accept, any cash contribution in excess of $25. Total
anonymous contributions to a candidate or committee which exceed in the aggregate $200 with respect to a single election shall not be used by the candidate or committee for whom such contributions were intended, but instead, such excess shall be paid promptly to the City Treasurer for deposit in the General Fund of the City.

(e) Campaign Contribution Checking Account.

No more than one campaign contribution checking account shall be established by each candidate for a Board of Education office, and by each committee supporting or opposing such candidate. The account shall be established at an office of a bank or savings and loan institution located in the City of Los Angeles. Upon opening such account, the candidate shall file with the City Ethics Commission within ten days of opening the campaign bank account, the name of the bank or savings and loan institution and the account number. Funds shall only be disbursed from such account by checks signed by the candidate, treasurer or designated agent of the treasurer. A candidate, treasurer or designated agent of the treasurer shall deposit into the campaign checking account all contributions received in connection with a Board of Education election. A candidate, treasurer or designated agent of the treasurer shall pay all campaign expenditures for a Board of Education election with monies from this campaign checking account.

If a candidate has other controlled committees and such committees have checking accounts, the candidate shall notify the City Ethics Commission in writing of these committees and the names and addresses of the banks or savings and loan institutions and the account numbers of any such accounts. A candidate shall notify the City Ethics Commission of these committees, the banks or savings and loan institutions, and the account numbers concurrent with the filing of the Declaration of Intent to Solicit and Receive Contributions. If committees are thereafter formed or accounts thereafter opened, then the candidate shall notify the City Ethics Commission on the next regular business day on which the City Ethics Commission office is open. No contribution shall be commingled with the personal funds of the candidate or any other person.
This subsection shall not prohibit the establishment of savings accounts or certificates of deposit, provided that no campaign expenditures may be made therefrom.

(f) **Treasurer.**

A candidate having campaign committees for election to the Board of Education shall appoint a treasurer of each committee. No expenditure shall be made by or on behalf of a committee without the authorization of the treasurer or that of his or her designated agents. No contribution or expenditure shall be accepted or made by or on behalf of a committee at a time when there is a vacancy in the office of treasurer. It shall be the duty of the candidate and the treasurer to approve and authorize such payments and to retain such authorizations, detailed accounts, records, bills and receipts.

(g) **Training for Candidates and Treasurers.**

Every candidate for the Board of Education, and every treasurer of such candidate’s controlled committee, shall attend a training program conducted or sponsored by the City Ethics Commission prior to the election at which the candidate’s name will appear on the ballot.

(h) **Accountability.**

The candidate and the treasurer shall maintain such detailed accounts, records, bills and receipts as are necessary to prepare campaign statements. The candidate and the treasurer shall retain the detailed accounts, records, bills and receipts for the periods specified in the Political Reform Act of 1974 as amended. Every candidate and committee shall make available on demand to any public officer having legal authority to enforce this section, details of checking and financial accounts of each committee controlled by the candidate and all records supporting such details.
(i)  **Petty Cash Fund.**

Subsection (e) notwithstanding, a candidate, campaign treasurer and other designated agents authorized to issue checks on a campaign contribution checking account may disburse to the candidate or committee establishing the checking account an amount not greater than $50 per week to be used for petty cash purposes by the candidate or committee.

(j)  **Assumed Name Contributions.**

No contribution shall be made, directly or indirectly, by any person or combination of persons, acting jointly in a name other than the name by which they are identified for legal purposes, nor in the name of another person or combination of persons. No person shall make a contribution in his, her or its name of anything belonging to another person or received from another person on the condition that it be used as a contribution. In the event it is discovered by a candidate or committee treasurer that a contribution has been received in violation of this subsection, the candidate or treasurer shall promptly pay the amount received in violation of this subsection to the City Treasurer for deposit in the General Fund of the City.

(k)  **Campaign Expenditures – Uncontrolled by Candidate or Committee.**

Persons or organizations not subject to the control of a candidate or committee but who make independent expenditures for or against a candidate or committee shall indicate clearly on any material published, displayed or broadcast that it was not authorized by a candidate or a committee controlled by a candidate.

(l)  **Recall Petition.**

In the event a recall petition is filed, the committee or individual filing the petition shall be subject to the same campaign disclosure provisions as are applicable to candidates for the Board of Education.
(m) Suppliers of Goods and Services – Disclosure of Records Required.

No person who supplies goods or services or both goods and services to a candidate or committee for use in connection with the campaign for a Board of Education office shall knowingly refuse to divulge or disclose to the City Ethics Commission or to any public officer having legal authority to enforce this section, the details and the records supporting such details of any expenditures made by the candidate or committee in payment for such goods or services or both.

(n) Aggregation of Payments.

For the purposes of the contribution limitations contained in this section, contributions and/or expenditures from two or more persons will be aggregated and considered to be made by a single person for the purposes of the contribution limitations and reporting provisions contained in this section, if any of the circumstances listed below is applicable:

(1) Contributions and/or expenditures from a person will be aggregated with contributions and/or expenditures from any other person that controls his, her, or its contribution or expenditure activity;

(2) Contributions and/or expenditures from a sponsored committee, as defined in Government Code Section 82048.7, shall be aggregated with contributions and/or expenditures from its sponsoring organization;

(3) Contributions and/or expenditures from an entity shall be aggregated with contributions and/or expenditures from any other entity that has the same individuals constituting a majority of the members of each entity’s board of directors;

(4) Contributions and/or expenditures from an entity shall be aggregated with contributions and/or expenditures from any other entity that has the same officers or with whom it shares a majority of officers. For the purposes of this subdivision, an officer does not include an individual who serves only as a member of the entity’s board of directors;
(5) Contributions and/or expenditures from a corporation or limited liability company shall be aggregated with contributions and/or expenditures from any other corporation or limited liability company that has the same majority shareholder and/or member or that holds a majority of voting rights in that corporation or limited liability company;

(6) Contributions and/or expenditures from a corporation shall be aggregated with contributions and/or expenditures from any parent or subsidiary corporation, provided that at least one of the corporations is not publicly traded;

(7) Contributions and/or expenditures from an individual shall be aggregated with contributions and/or expenditures from any corporation, limited liability company, firm, joint venture, syndicate, business trust, company or other business entity not described in Subdivisions (8) or (9) below, in which the individual owns an investment of 50% or more or holds a majority of voting rights;

(8) Contributions and/or expenditures from an individual shall be aggregated with contributions and/or expenditures from any sole proprietorship the individual owns; or

(9) Contributions and/or expenditures from a general partner shall be aggregated with contributions and/or expenditures from any general or limited partnership in which the general partner owns an investment of 50% or more or in which the general partner holds a majority of voting rights.

(o) Family Contributions.

Contributions by a husband and wife shall be treated as separate contributions. Contributions by children under eighteen years of age shall be treated as contributions by their parents and attributed proportionately to each parent (one-half to each parent or the total amount to a single custodial parent).
(p) Return of Contributions.

A contribution shall not be considered to be received if it is not negotiated, deposited, or utilized, and is returned to the donor within 14 days of receipt.

(q) Restrictions on When Contributions May Be Received.

No candidate for the Board of Education, or the controlled committee of that candidate, shall solicit or accept or cause to be solicited or accepted any contribution more than 18 months before the date of the election at which the candidate seeks office. No candidate for the Board of Education, or his or her controlled committee, shall solicit or receive or cause to be solicited or received a contribution to his or her own campaign committee from any person later than nine months after the date of the election. Contributions solicited or received or caused to be solicited or received by a candidate for the Board of Education, or his or her controlled committee, following his or her election shall be used to retire campaign debt.

(r) Campaign Disclosure, Reporting and Recordkeeping.

(1) In addition to the campaign statements required to be filed pursuant to the Political Reform Act, commencing with Government Code Section 81000, as amended, candidates for the Board of Education, their controlled committees and committees primarily formed to support or oppose these candidates shall file a pre-election statement on the Friday before the election. This statement shall have a closing date of the Wednesday before the election and shall cover activity and payments occurring through that day. Candidates for the Board of Education, their controlled committees and committees primarily formed to support or oppose these candidates shall also file campaign statements as follows in connection with a primary election held in March of an odd-numbered year:

(A) For the period ending September 30 of the year prior to the election, a statement shall be filed no later than October 10, for the period from July 1 through September 30.
(B) For the period ending December 31 of the year prior to the election, a statement shall be filed no later than January 10, of the year of the election for the period from October 1 through December 31.

(2) No contribution shall be deposited into a campaign checking account of a candidate for the Board of Education unless the name, address, occupation and employer of the contributor is on file in the records of the recipient of the contribution.

(3) Each candidate, and each committee making independent expenditures or member communications in support of or opposition to a candidate, who sends a mailing or distributes more than 200 substantially similar pieces of campaign literature, shall send a copy of the mailing or other literature to the City Ethics Commission at the same time the mailing or other literature is given to the post office or otherwise distributed. During the election campaign, the Commission shall merely serve as a repository for this literature and shall not judge or comment on the contents of the literature.

(4) Any candidate for the Board of Education and the candidate’s controlled committee required to file campaign statements with the City Ethics Commission shall file those campaign statements online, using the Commission’s Electronic Filing System (EFS), after the candidate and/or committee has received contributions or made expenditures of $25,000 or more in connection with election to a Board of Education office.

(A) Once a candidate or committee is required to file campaign statements online, that candidate or committee shall continue to file statements online until the committee has officially terminated. Committees and other persons not required to file online by this subsection may do so voluntarily.

(B) A person required to file online shall continue to file a paper copy of each campaign statement, as required by the California Political Reform Act and this article, until the person is no longer required to file campaign statements with the City Ethics Commission. The paper copy shall continue to be the original campaign statement for audit and other legal purposes.
(C) In addition to any late filing penalties that may be imposed for a late filing of a paper copy pursuant to the California Political Reform Act or this article, any person who fails to comply with the online filing requirement of this subsection will, in addition, be subject to an additional late filing penalty of $25 per day after the deadline for the late filing of the online copy.

(D) The information contained on a campaign statement filed online shall be the same as that contained on the paper copy of the same statement that is filed with the City Ethics Commission.

(s) Disclosure of Payments for Independent Expenditures and Non-Behested Member Communications.

(1) Any person, including any committee, who makes or incurs independent expenditures of $1,000 or more in support of or in opposition to any candidate for the Board of Education, or one or more payments for member communications as defined by this section, totaling $1,000 or more in support of or in opposition to a candidate for the Board of Education, shall notify the City Ethics Commission within 24 hours by certified mail or fax or e-mail each time one or more payments, which meet this threshold, are made.

(2) The notification shall consist of a declaration specifying each candidate supported or opposed by the expenditure, the amount spent to support or oppose each candidate, whether the candidate was supported or opposed, and that the expenditure was not behested by the candidate or candidates who benefited from the expenditure. This declaration shall be made under penalty of perjury and signed by the person or officer and the treasurer of the group making the expenditure. In addition, the date and amount of the payment, a description of the type of communication for which the payment was made or incurred, the name and address of the person making the payment, the name and address of the payee, and a copy of the mailing or advertisement, or a copy of the script or recording of the call, transmission, or advertisement, shall also be provided to the City Ethics Commission. The notification also shall include disclosure of contributions of $100 or more received by the
committee since the day after the closing date of the committee’s last campaign disclosure report filed within the Commission or since the first day of the current calendar year, whichever date occurs later; however, contributions that are received, but earmarked for any other candidate outside the Los Angeles Unified School District need not be disclosed. The notification also shall include disclosure of contributions of $100 or more made in the current calendar year by the person to Board of Education candidates or their controlled committees.

(3) City Ethics Commission staff will notify all candidates by phone, fax or e-mail in the affected race within one business day after receiving the notice of payments for independent expenditures and uncoordinated member communications of $1,000 or more. The notification will indicate the candidate who was supported or opposed by the expenditure as indicated on the signed declaration and include a copy of the communication provided by the person or group making the expenditure.

(4) For purposes of the notification required in Subdivision (1), payments by an organization for its regularly published newsletter or periodical, if the circulation is limited to the organization’s members, employees, shareholders, other affiliated individuals and those who request or purchase the publication, shall not be required to be reported.

(5) Any committee, including but not limited to a candidate controlled committee and an independent expenditure committee, that makes or incurs payments for 1,000 or more recorded telephone calls or any other forms of electronic or facsimile transmission of substantially similar content, or that makes or incurs expenditures of $1,000 or more for a radio or television advertisement, in support of or opposition to any candidate(s) for Board of Education office, shall send a copy of the script or recording used for each communication to the Ethics Commission within 24 hours of the first time the calls, transmissions, or advertisements are made or aired.

(t) Verification.

All declarations, reports and statements filed under this section shall be signed and verified by the filer under penalty of perjury.
The candidate and any person signing declarations, reports and statements under this provision shall read, know and understand the contents of all these declarations, reports and statements.

(u) **Duties of City Ethics Commission.**

The City Ethics Commission shall administer the provisions of this section. In addition to other duties required under the terms of this section, the City Ethics Commission shall:

1. Conduct audits and investigations of reports and statements filed by candidates and committees supporting or opposing candidates for Board of Education offices as required under the Political Reform Act of 1974, as amended, and Article VII and this section of the Charter. The City Ethics Commission shall employ investigators where necessary to fully investigate any person subject to this section.

2. Enforce or cause to be enforced the provisions of this section pursuant to Section 90002(c) of the Government Code, in accordance with Article VII of the Charter.

3. Report apparent violations of this section and applicable state law to the City Attorney or another appropriate law enforcement agency.

(v) **Enforcement.**

1. **Criminal Enforcement** – Any person who knowingly or willfully violates any provisions of this section is guilty of a misdemeanor. Any person who knowingly or willfully causes any other person to violate any provision of this section, or who aids and abets any other person in the violation of any provision of this section, shall be liable under the provisions of this section. Prosecution for violation of any provision of this section must be commenced within four years after the date on which the violation occurred. No person convicted of a misdemeanor under this section shall act as a lobbyist or as a City contractor for a period of four years following the date of the conviction unless the court at the time of sentencing specifically determines that this provision shall
not be applicable. For purposes of this section, a plea of nolo contendere shall be deemed a conviction.

(2) Civil Enforcement.

(A) Any person who intentionally or negligently violates any provision of this section shall be liable in a civil action brought by the City Attorney, the City Ethics Commission or by a person residing within the boundaries of the Los Angeles Unified School District for an amount not more than $5,000 per violation, or for more than three times the amount the person failed to report properly or unlawfully contributed, gave or received.

(B) Any person who intentionally or negligently makes or receives a contribution, or makes an expenditure, in violation of any provision of this section shall be liable in a civil action brought by the City Attorney or by a person residing within the City for an amount up to three times the amount of the unlawful contribution or expenditure.

(C) If two or more persons are responsible for any violation, they shall be jointly and severally liable.

(D) Any person, other than the City Attorney, before filing a civil action pursuant to this subsection, shall first file with the City Ethics Commission a written request for the City Ethics Commission to commence the action. The request shall contain a statement of the grounds for believing a cause of action exists. The City Ethics Commission shall respond within 40 days after receipt of the request, indicating whether it intends to file a civil action. If the City Ethics Commission indicates in the affirmative, and files suit within 40 days thereafter, no other action may be brought unless the action brought by the City Ethics Commission is dismissed without prejudice.

(E) Not more than one judgment on the merits with respect to any violation may be obtained under this subsection. Actions brought for the same violation or violations shall have precedence for purposes of trial in the order of the time filed. Such actions shall be dismissed once judgment has been entered or a
settlement approved by the court in a previously filed action. The court may dismiss a pending action without prejudice to any other action for failure of the plaintiff to proceed diligently and in good faith. The action may be so dismissed on motion by the City Attorney or any plaintiff in an action based on the same violation.

(F) In determining the amount of liability under this subsection, the court may take into account the seriousness of the violation and the degree of culpability of the defendant. If a judgment is entered against the defendant or defendants in an action, a private plaintiff shall receive 50% of the amount recovered. The remaining 50% shall be deposited into the City’s General Fund. In an action brought by the City Attorney or the City Ethics Commission, the entire amount shall be paid to the General Fund.

(G) No civil action alleging a violation of this section shall be filed more than four years after the date the violation occurred.

(H) Any person residing within the Los Angeles Unified School District, including the Los Angeles City Attorney, may sue for injunctive relief to enjoin violations or to compel compliance with the provisions of this section. The court may award to a party, other than an agency, who prevails in any civil action authorized by this article, his or her costs of litigation, including reasonable attorneys' fees; provided, however, that no such award may be granted against the City of Los Angeles.

(w) Effect of Violation on Outcome of Election.

(1) If a candidate is convicted of a misdemeanor violation of any provision of this section, the court shall make a determination as to whether the violation had a material effect on the outcome of the election. If the court finds such a material effect, then:

(A) if such conviction becomes final before the date of the election, the votes for such candidate shall not be
counted, and the election shall be determined on the basis of the votes cast for the other candidates in that race;

(B) if such conviction becomes final after the date of the election, and if such candidate was declared to have been elected, then such candidate shall not assume office, the office shall be deemed vacant and shall be filled as otherwise provided in the Charter;

(C) if such conviction becomes final after the candidate has assumed office, then the candidate shall be removed from office, the office shall be deemed vacant and shall be filled as otherwise provided in the Charter; and

(D) the person so convicted shall be ineligible to hold any elected City office or the office of a member of the Board of Education for a period of five years after the date of such conviction.

(2) The City Clerk shall not issue any certificate of nomination or election to any candidate until his or her pre-election campaign statements required by the Political Reform Act of 1974, as amended, or if no campaign statement is required, the written declaration permitted under Section 84205 of the Government Code, have been filed in the form and at the place required by the Political Reform Act of 1974.

(x) Late Filing Penalties.

If any person files an original statement or report after any deadline imposed by this article, he or she shall, in addition to any other penalties or remedies established by the article, be liable to the City Ethics Commission in the amount of $25 per day after the deadline until the statement or report is filed. Liability need not be enforced by the Commission if on an impartial basis it determines that the late filing was not willful and that enforcement of the liability will not further the purposes of the article, except that no liability shall be waived if a statement or report is not filed within 30 days.
(y) Severability.

If any provision or portion of this section, or its application to any person or circumstance, is held invalid by any court, the remainder of this section or the application of such provisions to persons or circumstances other than those as to which it is held invalid, shall not be affected.
APPENDIX 2

Excess Contribution Policy
Los Angeles City Ethics Commission

Excess Contribution Policy

Adopted September 22, 2004
Amended March 9, 2010
Amended June 12, 2014

A. Introduction

The City Ethics Commission (Commission) continues and reaffirms its commitment to the fullest possible enforcement of the laws under its jurisdiction. The Commission has determined, however, that candidates, committees, and officeholders may refund excess contributions in certain circumstances, to comply with City law. The Commission, therefore, adopts this policy, which may be applied in those cases that meet all of the requirements noted below.

B. Definitions

1. “Applicable law” means a City law that limits or prohibits contributions to participants but does not include the limitation in Los Angeles Municipal Code § 49.7.23(C)(4).


3. “City office” means the office of mayor, controller, city attorney, or councilmember of the City of Los Angeles.

4. “Days” means calendar days, not business days, and includes weekends and holidays.

5. “Excess contribution” means all or part of a contribution that is received by a participant in excess of a limit or prohibition in an applicable law.

6. “Participant” means either of the following:
   • An individual who seeks, holds, or has sought or held City or Board of Education office; or
   • A committee controlled by an individual who seeks, holds, or has sought or held City or Board of Education office.

7. “Sufficient documentation” means documents that show the proper refund of an excess contribution, including but not limited to written verification that an excess contribution was made, that the excess contribution was deposited into the participant’s bank account, that the excess contribution was refunded to the contributor or remitted to the City, that the excess contribution cleared the participant’s bank account, and that matching funds related to the excess contribution were returned or justified with an alternate contribution.

C. Applicability

1. A participant who receives an excess contribution will not be penalized for a violation of the applicable law for that contribution if the participant cures the contribution by meeting the following requirements:
a. The participant refunds the excess contribution to the contributor or remits the excess contribution to the City.

i. The excess contribution must clear the participant’s checking account within 75 days after the filing deadline for the statement in which the excess contribution must be disclosed.

ii. If the excess contribution is cured by refund to the contributor, it must be done through a reverse charge to the contributor’s credit card, a cashier’s check, or a check drawn on the participant’s checking account.

iii. If the excess contribution is cured by remittance to the City, it must be done through a cashier’s check or a check drawn on the participant’s checking account, either of which must be made payable to the General fund of the City of Los Angeles and sent to the Commission by certified mail.

b. The participant returns any public matching funds received as a result of the excess contribution to the City of Los Angeles Public Matching Funds Trust Fund or submits alternate qualified contributions to justify receipt of the public matching funds.

c. The participant maintains and provides to Commission staff sufficient documentation to substantiate that the necessary refund or remittance and, if applicable, return have been made.

2. If an excess contribution is properly cured, the contributor will not be penalized for a violation of the applicable law for that contribution.

3. Excess contributions that are properly cured will be identified in the Commission’s public audit reports for participants who make use of this policy.

4. This version of the policy applies to contributions that must be disclosed in statements that are due on or after June 12, 2014.

D. Staff Discretion

The Commission staff determines whether this policy may be applied in cases in which the applicability requirements are met. This policy does not apply if, in the judgment of the Commission staff, extenuating circumstances exist. Extenuating circumstances include but are not limited to a pattern of violating laws within the Commission’s jurisdiction; evidence of intentional conduct; a participant’s or contributor’s enforcement history; a failure to cooperate during the audit or investigation process; and the overall interests of justice.
APPENDIX 3

Audit Policy
A. Introduction

In 2004, the Ethics Commission adopted an audit policy to promote timely campaign audits. The Ethics Commission continues and reaffirms its commitment to efficient audits and the fullest possible enforcement of the laws within its jurisdiction.

The Ethics Commission recognizes that most audit findings are a result of administrative errors or unintentional oversights. This policy is designed to allow participants to resolve audit findings outside of any enforcement proceedings and is based on the following premises:

1. City campaigns involve increasingly more contributions and expenditures, which requires increasingly more time and resources to audit and be audited;

2. The expedient and accurate resolution of audits is the best use of scarce public resources that can be used to investigate other cases that involve significant or intentional misconduct;

3. Voluntary cooperation with Ethics Commission staff is a factor that must be considered when framing a penalty under Los Angeles Administrative Code § 24.27(f)(3)(a)(vi); and

4. Prompt admission of violations benefits the public, whereas delay and false denial undermines the public trust.

This policy, therefore, provides for the early resolution of audit findings when a participant clearly demonstrates acceptance of responsibility for its violations by complying with the terms below. This policy provides only guidance and does not create any substantive or procedural rights, nor does it limit any enforcement prerogative of the Ethics Commission.

B. Definitions


2. “City office” means the office of mayor, controller, city attorney, or councilmember of the City of Los Angeles.

3. “Early resolution audit (ERA)” means an audit that may be resolved under Section D because the participant has complied with the requirements of this policy.
4. “Participant” means either of the following:
   - An individual who seeks, holds, or has sought or held City or Board of Education office; or
   - A committee controlled by an individual who seeks, holds, or has sought or held City or Board of Education office.

C. Time Lines

The goal of this policy is to complete each campaign audit within a reasonable amount of time without compromising quality, oversight, or public policy.

1. A participant who does all of the following may be eligible for an early resolution audit (ERA):
   a. Attends a candidate training conducted by the Ethics Commission for the election that triggers an audit cycle for the participant.
   b. Files all campaign reports using the Ethics Commission’s electronic filing system.
   c. Maintains all financial data and records for the committee in an organized manner and makes them available by the target audit start date in an electronic format prescribed by the Ethics Commission.
   d. Provides to the Ethics Commission an original or an easily readable paper copy of any record or other documentation regarding committee activity, including but not limited to credible and contemporaneous third-party records, within seven calendar days after the Ethics Commission makes the request.
   e. Has 10 or fewer audit findings during a single audit cycle.

2. If a participant is not eligible for an ERA or is disqualified or removed from ERA eligibility, the participant’s audits may not start when originally scheduled, and the guidelines identified in paragraph 3 may not apply.

3. An audit of a single committee will be completed according to the following guidelines:
   a. For committees that raised or spent up to $500,000, the audit should be completed within 45 calendar days after the audit start date.
   b. For committees that raised or spent more than $500,000, the audit should be completed within 60 calendar days after the audit start date.
   c. For any committee, the completion date may be extended for good cause by the Director of Audits up to 180 calendar days after the audit start date.

4. Ethics Commission staff will provide as much notice as possible of target audit start dates, to assist participants in preparing their financial data and other
records. Every effort will be made to follow the target audit schedules, but they may be revised by Ethics Commission staff at any time.

5. When draft audits of all of a participant’s committees for a single audit cycle have been completed, the following apply:

a. Ethics Commission staff will issue to the participant a draft audit report for each committee, and the participant will have 21 calendar days to respond to all of the draft audit reports.

b. For each committee audited, Ethics Commission staff will issue to the participant a final audit report within 14 calendar days after the later of the deadline for the participant to respond to the draft audit report or the date the Ethics Commission has addressed all of the participant’s timely responses to the draft audit report.

c. If an audit is eligible for early resolution, the participant must comply with the requirements in Section D within 45 calendar days after the date the final report is issued in order to resolve audit findings under this policy. If the participant fails to comply within 45 calendar days, the audit report will automatically become ineligible for early resolution.

d. If an audit is not eligible for early resolution solely because the participant exceeded the threshold in Section C(1)(e), the Ethics Commission’s Enforcement Division may subsequently determine that one or more findings do not support action in an administrative enforcement proceeding. If the number of findings is lowered as a result of that determination and, therefore, meets the threshold in Section C(1)(e), the participant’s audit may become eligible for early resolution, despite the fact that a final audit report has been issued. An explanatory addendum will be added to all final audit reports that become eligible for early resolution after they are issued.

e. Audit reports will be publicly released after they become final.

D. Resolution of Findings

1. If a participant properly complies with all of the requirements of this policy, the participant is not subject to Ethics Commission enforcement proceedings for findings in an ERA report, including a probable cause report, a probable cause determination, a public accusation, and an administrative hearing.

2. This policy has the following minimum requirements and applies only to a participant who complies with all of the following:

a. Full Admission. The participant must execute a written ERA agreement fully admitting all findings identified in the ERA reports. The terms of the ERA agreement are not subject to modification, and the participant may not strike or interlineate any portion of the ERA agreement. The ERA agreement will be signed by the Ethics Commission’s Executive Director or the Executive
Director’s designee, will be incorporated into all related final audit reports, and will be a public record.

b. **Payment.** The participant must make a payment to resolve all findings identified in the ERA reports. The amount of the payment is $1,000 per audit finding. Payment must be made by cashier’s check, must be payable to the City’s general fund, and must be delivered to the Ethics Commission.

c. **Deadline.** Within 45 calendar days after Ethics Commission staff issues an ERA report, the participant must return the original executed ERA agreement and cashier’s check to the Ethics Commission. All of the participant’s ERA reports for that audit cycle will become final and will be publicly released after the earlier of the date Ethics Commission staff receive the original executed ERA agreement and cashier’s check or 45 calendar days after Ethics Commission staff issues the ERA reports to the participant. Until the original executed ERA agreement and cashier’s check are received, Ethics Commission staff may revoke the ERA agreement and limit or deny participation in this policy.

d. **Waiver of Procedural Rights.** The participant must waive all procedural rights under Los Angeles City Charter § 706 and Los Angeles Administrative Code §§ 24.21–24.29. These rights include but are not limited to the right to receive a probable cause report, a determination of probable cause, and a public accusation; the right to have an administrative hearing held to determine liability; the right to personally appear at an administrative hearing, to subpoena and cross-examine witnesses, and to have the Ethics Commission or an administrative law judge hear the case.

e. **Waiver of Judicial Review, Appeal, and Collateral Attack.** The participant must waive, to the full extent of the law, any right to seek judicial review of, appeal, or collaterally attack the findings identified in the ERA reports, the related payment, or any action by the Ethics Commission or Ethics Commission staff with respect to the audit findings. If the participant breaches the ERA agreement at any time, in any way, including but not limited to seeking judicial review of, appealing, or collaterally attacking the audit findings, the Ethics Commission may commence enforcement proceedings for audit findings that were the subject of the ERA agreement. Additionally, the Ethics Commission may use any factual admissions made by the participant in the ERA agreement in any such enforcement proceeding.

3. Ethics Commission staff determine whether audit findings may be resolved under this policy in cases in which the requirements are met. Audit findings may not be resolved under this policy if, in the judgment of Ethics Commission staff, extenuating circumstances exist. Extenuating circumstances include but are not limited to evidence of egregious conduct, including but not limited to money laundering; evidence of intentional conduct; a pattern of audit findings regarding the same or similar issues; a pattern of violating laws within the Ethics Commission’s jurisdiction; the amount of money at issue; the enforcement history of a participant; a failure to cooperate during the audit process; and the overall interests of justice.
4. Ethics Commission staff retain the discretion to impose additional procedural requirements for ERA agreements.

5. If a participant enters into an ERA agreement and evidence emerges of other violations not set forth in an ERA report, the participant may be subject to Ethics Commission enforcement proceedings for those other violations. If evidence emerges that the participant was not truthful regarding audit findings in the ERA agreement, the participant may be subject to Ethics Commission enforcement proceedings for those findings. A penalty assessed through the Ethics Commission’s enforcement process for audit findings will be reduced by any payment made for those findings under this policy.

6. An ERA agreement is limited to the Ethics Commission and the participant only and cannot bind any other federal, state, or local prosecuting, administrative, or regulatory authority. The Ethics Commission will bring an ERA agreement to the attention of other authorities if requested by the participant.

E. Effective Date

This revised policy is effective as of August 9, 2016, and may only be applied, if at all, to mandatory or discretionary Ethics Commission audits completed after that date.
APPENDIX 4

Federal Elections Commission’s Brochure on Foreign Nationals
Foreign Nationals
Federal Election Commission
Published in July 2003

Introduction
The ban on political contributions and expenditures by foreign nationals was first enacted in 1966 as part of the amendments to the Foreign Agents Registration Act (FARA), an “internal security” statute. The goal of the FARA was to minimize foreign intervention in U.S. elections by establishing a series of limitations on foreign nationals. These included registration requirements for the agents of foreign principals and a general prohibition on political contributions by foreign nationals. In 1974, the prohibition was incorporated into the Federal Election Campaign Act (the FECA), giving the Federal Election Commission (FEC) jurisdiction over its enforcement and interpretation.

This brochure has been developed to help clarify the rules regarding the political activity of foreign nationals; however, it is not intended to provide an exhaustive discussion of the election law. If you have any questions after reading this, please contact the FEC in Washington, D.C., at 1-800-424-9530 or 202-694-1100. Members of the press should contact the FEC Press Office at 202-694-1220 or at the toll free number listed above.

Except where otherwise noted, all citations refer to the Act and FEC regulations. Advisory Opinions (AOs) issued by the Commission are also cited.

The Prohibition
The Federal Election Campaign Act (FECA) prohibits any foreign national from contributing, donating or spending funds in connection with any federal, state, or local election in the United States, either directly or indirectly. It is also unlawful to help foreign nationals violate that ban or to solicit, receive or accept contributions or donations from them. Persons who knowingly and willfully engage in these activities may be subject to fines and/or imprisonment.
Who is a Foreign National?
The following groups and individuals are considered “foreign nationals” and are, therefore, subject to the prohibition:
- Foreign governments;
- Foreign political parties;
- Foreign corporations;
- Foreign associations;
- Foreign partnerships;
- Individuals with foreign citizenship; and
- Immigrants who do not have a “green card.”

Individuals: The “Green Card” Exception
An immigrant may make a contribution if he or she has a “green card” indicating his or her lawful admittance for permanent residence in the United States.

Domestic Subsidiaries and Foreign-Owned Corporations
A U.S. subsidiary of a foreign corporation or a U.S. corporation that is owned by foreign nationals may be subject to the prohibition, as discussed below.

PAC Contributions for Federal Activity
A domestic subsidiary of a foreign corporation may not establish a federal political action committee (PAC) to make federal contributions if:
(1) The foreign parent corporation finances the PAC’s establishment, administration, or solicitation costs; or
(2) Individual foreign nationals:
- Participate in the operation of the PAC;
- Serve as officers of the PAC;
- Participated in the selection of persons who operate the PAC; or
- Make decisions regarding PAC contributions or expenditure.
11 CFR 110.20(i).
(See also AOs 2000-17, 1995-15, 1990-8, 1989-29, and 1989-20.)

Corporate Contributions for Nonfederal Activity
Additionally, a domestic subsidiary of a foreign corporation (or a domestic corporation owned by foreign nationals) may not donate funds or anything of value in connection with state or local elections if:
(1) These activities are financed by the foreign parent or owner; or
(2) Individual foreign nationals are involved in any way in the making of donations to nonfederal candidates and committees.1

1 This means that foreign nationals may not participate in donation activity, allocate funds for donations, or make decisions regarding donations (e.g., selecting the recipients, approving the making of donations, or approving the issuance of donation checks).
Please note that many states place additional restrictions on donations made to nonfederal candidates and committees. 11 CFR 110.20(i). (See also AOs 1992-16, 1985-3, 1982-10, and MUR 2892.)

**Volunteer Activity**

Generally, an individual may volunteer personal services to a federal candidate or federal political committee without making a contribution. The Act provides this volunteer “exemption” as long as the individual performing the service is not compensated by anyone. 11 CFR 100.74. The Commission has addressed applicability of this exemption to volunteer activity by a foreign national, as explained below.

In Advisory Opinion 1987-25, the Commission allowed a foreign national student to provide uncompensated volunteer services to a Presidential campaign. By contrast, the decision in AO 1981-51 prohibited a foreign national artist from donating his services in connection with fundraising for a Senate campaign.2

**Nonelection Activity by Foreign Nationals**

Despite the general prohibition on foreign national contributions and donations, foreign nationals may lawfully engage in political activity that is not connected with any election to political office at the federal, state, or local levels. The FEC has clarified such activity with respect to individuals’ activities.

In Advisory Opinion 1989-32, the Commission concluded that although foreign nationals could make disbursements solely to influence ballot issues, a foreign national could not contribute to a ballot committee that had coordinated its efforts with a nonfederal candidate’s re-election campaign.

In Advisory Opinion 1984-41, the Commission allowed a foreign national to underwrite the broadcast of apolitical ads that attempted to expose the alleged political bias of the media. The Commission found that these ads were not election influencing because they did not mention candidates, political offices, political parties, incumbent federal officeholders or any past or future election.3

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2 The Commission has stated that this opinion is not superceded by AO 1987-25. Individuals may obtain further guidance in this area by requesting an advisory opinion about their proposed activity.

3 Individuals and committees should consider requesting an advisory opinion before engaging in other types of political activity involving foreign nationals.
Assisting Foreign National Contributions or Donations

Under Commission regulations it is unlawful to knowingly provide substantial assistance to foreign nationals making contributions or donations in connection with any U.S. election. 11 CFR 110.20(h). “Substantial assistance” refers to active involvement in the solicitation, making, receipt or acceptance of a foreign national contribution or donation with the intent of facilitating the successful completion of the transaction. This prohibition includes, but is not limited to individuals who act as conduits or intermediaries. 67 FR 69945-6 (November 19, 2002).

Soliciting, Accepting, or Receiving Contributions and Donations from Foreign Nationals

As noted earlier, the Act prohibits knowingly soliciting, accepting or receiving contributions or donations from foreign nationals. In this context, “knowingly” means that a person:

- Has actual knowledge that the funds solicited, accepted, or received are from a foreign national;
- Is aware of facts that would lead a reasonable person to believe that the funds solicited, accepted, or received are likely to be from a foreign national;
- Is aware of facts that would lead a reasonable person to inquire whether the source of the funds solicited, accepted or received is a foreign national.

11 CFR 110.20 (a)(4) (i), (ii) and (iii).

Pertinent facts that may lead to inquiry by the recipient include, but are not limited to the following: A donor or contributor uses a foreign passport, provides a foreign address, makes a contribution from a foreign bank, or resides abroad. Obtaining a copy of a current and valid U.S. passport would satisfy the duty to inquire whether the funds solicited, accepted, or received are from a foreign national. 11 CFR 110.20(a)(7).

Monitoring Prohibited Contributions

When a federal political committee (a committee active in federal elections) receives a contribution it believes may be from a foreign national, it must:

- Return the contribution to the donor without depositing it; or
- Deposit the contribution and take steps to determine its legality, as described below.

Either action must be taken within 10 days of the treasurer’s receipt. 11 CFR 103.3 (b)(1).
If the committee decides to deposit the contribution, the treasurer must make sure that the funds are not spent because they may have to be refunded. Additionally, he or she must maintain a written record explaining why the contribution may be prohibited.\footnote{11 CFR 103.3 (b)(4) and (5). The legality of the contribution must be confirmed within 30 days of the treasurer’s receipt, or the committee must issue a refund.} If the committee deposits a contribution that appears to be legal, but later discovers that the deposited contribution is from a foreign national, it must refund the contribution within 30 days of making the discovery. If a committee lacks sufficient funds to make a refund when a prohibited contribution is discovered, it must use the next funds it receives. \footnote{11 CFR 103.3 (b) (1) and (2).}

\footnote{This information must be included when the receipt of the contribution is reported.}
\footnote{For example, evidence of legality includes a written statement from the contributor explaining why the contribution is legal (e.g. donor has a green card), or an oral explanation that is recorded in memorandum.}