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Introduction

In 1985, Los Angeles City voters enacted limits on contributions to City campaigns, the first in a series of political campaign reform measures designed to encourage broader participation in the political process and help restore public confidence in government. In 1990, the voters created the Los Angeles City Ethics Commission (the Ethics Commission), strengthened City campaign finance laws, and established the Public Matching Funds Program for City elections.

The Ethics Commission has prepared this information guide as a summary of campaign finance information for candidates seeking elected City office in the 2022 elections.

This guide is not exhaustive, and we urge you to carefully review all of the laws. It is your responsibility to comply with their provisions.

The laws are listed below. The City laws are available on the Ethics Commission’s website. In addition, Ethics Commission staff members are available during regular business hours to answer questions.

Just as the Ethics Commission administers and enforces City campaign finance laws, the California Fair Political Practices Commission (FPPC) administers and enforces state campaign finance laws. The state’s Political Reform Act (PRA) and its corresponding regulations are available on the FPPC’s website. Candidates and committees may also find the FPPC’s Campaign Disclosure Manual helpful.

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 Ethics Commission cannot advise you on these matters.

City Law:
Los Angeles City Charter (Charter) §§ 470-471
Los Angeles Municipal Code (LAMC) §§ 49.7.1 et seq.
Los Angeles Administrative Code (LAAC) §§ 24.31 et seq.

State Law:
California Government Code (Cal. Gov’t Code) §§ 3205-3206, 81000 et seq.
California Code of Regulations, Title 2 (2 CCR) §§ 18109 et seq.

Federal Law:
United States Code, Title 52 (52 USC) §§ 30118(a), 30121
Code of Federal Regulations, Title 11 (11 CFR) § 110.20(g)
Contact Information

Los Angeles City Ethics Commission
200 North Spring Street, Suite 2410
City Hall, 24th Floor
Los Angeles, CA 90012

Phone: (213) 978-1960
Fax: (213) 978-1988
Whistleblower Hotline: (800) 824-4825
Email: ethics.commission@lacity.org
Website: ethics.lacity.org

California Fair Political Practices Commission
1102 Q Street, Suite 3000
Sacramento, CA 95811

Phone: (916) 322-5660
Fax: (916) 322-0886
Advice Line: (866) ASK-FPPC (275-3772)
Website: fppc.ca.gov

California Secretary of State
1500 11th Street
Sacramento, CA 95814

Phone: (916) 653-6814
Website: sos.ca.gov

Los Angeles County Registrar
12400 Imperial Highway
Norwalk, CA 90650

Phone: (800) 815-2666
Website: lavote.net

Los Angeles City Clerk
Election Division
Piper Technical Center
555 Ramirez Street, Space 300
Los Angeles, CA 90012

Phone: (213) 978-0444
Fax: (213) 978-0376
Website: clerk.lacity.org/elections
To keep candidates up to date on relevant changes to City and state law, the Ethics Commission periodically publishes updates to its Candidate Guide. The changes below are new since the previous version of this Guide, published on September 10, 2020.

**Election Date Changes:** The 2022 City primary elections have been moved from May to June.

**Officeholder Committees:** As a result of changes to the City Clerk's process of certifying election results, the Ethics Commission has clarified when a candidate elected to City office may open an officeholder committee. Please see page 60 for more information.

**Officeholders with Campaign Debt:** A candidate elected to office who wishes to open an officeholder account by redesignating a campaign committee with outstanding debt must file a separate Form 460 for activity related to the campaign debt. While this situation is not common, filing separate Form 460s will reduce confusion over which activity is related to holding office and which is related to a past campaign. Separating this activity will also help to ensure a faster, simpler audit process. Please see page 60 for more information.

**Post-Election Fundraising Windows:** Under previous City law, candidates who advanced to the general election were permitted to continue raising funds for both their primary and general election committees until 12 months after the date of the relevant general election. To establish uniformity and encourage candidates to close their primary committees in a timely manner, candidates are now limited to raising funds for 12 months after the date of the election for which the committee was formed. Please see page 10 for more information.
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To begin your campaign, you must file certain City and state forms, which are available on the Ethics Commission’s website.

**A. 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 a California Form 501 (“Candidate Intention Statement”) and City Forms 12, 13, and 16 with the Ethics Commission. The forms may be filed after the fundraising window opens, and must be filed together with your Form 17 (“Committee Contact Information”). The fundraising window opens for Citywide candidates on March 8, 2020, and for City Council candidates on September 8, 2020.

As soon as you have filed these forms, you may begin fundraising. These and all other forms that you must file with the Ethics Commission are public records.

**B. FILE PAPERWORK WITH THE SECRETARY OF STATE**

You qualify as a committee once you have raised or spent $2,000 in a calendar year for your campaign. Within 10 days of receiving $2,000 in contributions (including from your personal funds) or spending $2,000, you must file the original and one copy of a California Form 410 (“Statement of Organization”) 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.

You may file Form 410 before qualifying as a committee so that you can obtain a committee identification number, which is used on multiple campaign forms. If you do so, you must amend the original Form 410 within 10 calendar days of qualifying as a committee and disclose the date you qualified.

You are required by law to file periodic campaign disclosure statements until your committee officially terminates. Please see Chapter 2 for more information about these disclosure reports. 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.

1 Cal. Gov’t Code § 82013.
C. COMMITTEE CHECKING ACCOUNT

Your committee is required to have one campaign checking account. All of your campaign contributions must be deposited into that account, and all of your campaign expenses must be paid from it. Your campaign checking account may only be used for City campaign purposes, and it must be at a financial institution branch located in the City of Los Angeles. Each committee may only have one checking account.

D. OPENING A COMMITTEE CHECKING ACCOUNT

To open your committee account, you must:

1. **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 IRS.gov or by fax at (855) 641-6935.

2. **Open a checking account** by taking your EIN and a copy of the California Form 410 that you filed with the Ethics Commission and the state to a financial institution located in the City.

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

E. USE OF PERSONAL FUNDS

You may open the checking account with your personal funds. If you choose to do this, you must report this use of your personal funds as a contribution or loan to your campaign. You may not spend your personal funds and later use campaign funds to reimburse yourself. If you want to participate in the matching funds program, your use of personal funds is limited. See Chapter 4 for more information.

You may not make campaign-related expenditures directly from personal funds. Like all other contributions, personal funds must be deposited into the campaign checking account before being used for campaign-related expenses. The only exception is that you may use personal funds from a personal account to pay your initial filing fees for forms filed with the City Clerk during candidate filing week.

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2 Charter § 470(g).
3 Cal. Gov’t Code §§ 84216, 84216.5; 2 CCR § 18215.
4 Cal. Gov’t Code §§ 85200, 85201(f); see also FPPC’s Campaign Disclosure Manual 2, Chapter 1.
F. 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, and similar accounts, as long as these accounts are established for campaign purposes and no campaign expenditures are made directly from those accounts.\(^5\)

As with personal funds, investment account funds must be deposited into the campaign checking account before they may be used for campaign-related expenditures. In addition, you must report any interest or dividends earned from these accounts as miscellaneous increases to cash on Schedule I, and any bank fees or charges as expenditures on Schedule E of California Form 460.

G. ETHICS COMMISSION TRAINING

All candidates and their treasurers must complete a mandatory campaign finance training session conducted by the Ethics Commission prior to the primary election.\(^6\) Candidates should complete the training as soon as possible and are encouraged to have their fundraisers and campaign consultants complete a session, as well.

If you intend to participate in the matching funds program, you cannot qualify for or receive public funds until both you and your treasurer have completed the training.

Candidates who have filed Forms 12, 13, and 501 will be notified of training sessions. Others should contact the Ethics Commission for upcoming dates.

H. FUNDRAISING WINDOWS

The fundraising window for the 2022 primary elections opens for Citywide offices on March 8, 2020, and, for City Council offices, on September 8, 2020. You may file a Form 12 on or after the date your fundraising window opens. Once you have filed a Form 12, you may begin fundraising.

You may continue to raise funds up to 12 months after the date of the election for which the committee was formed, but only for the purposes of retiring campaign debt or paying compliance, fundraising, or inauguration expenses.\(^7\) See Chapter 8 for more information on post-election activity.

\(^5\) Charter § 470(g); FPPC's Campaign Disclosure Manual 2, Chapter 2.7.
\(^6\) LAMC § 49.7.12.
\(^7\) LAMC § 49.7.10(C).
I. CANDIDATE FILING WEEK (FEBRUARY 7-12, 2022)

During 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, accept or reject matching funds (if they have not already done so), and disclose certain economic interests. Candidate filing week for this election will be held from **February 7, 2022, through 12:00 p.m. on February 12, 2022.**

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 will be housed in the City Clerk's Election Division during candidate filing week. During candidate filing week, you must do the following:

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 is different from Form 12 and must be filed during candidate filing week. Please contact the City Clerk’s Election Division for information about qualifying to appear on the ballot.

2. DISCLOSE YOUR FINANCIAL INTERESTS

   You must file a California Form 700 (“Statement of Economic Interests”) with the Ethics Commission by the end of candidate filing week. For this election, candidate filing week begins Monday, February 7, 2022, and ends at 12:00 p.m. on Saturday, February 12, 2022. The City Clerk will not issue nominating petitions to you if you fail to file Form 700 by this deadline.

   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. Form 700 is available from the Ethics Commission or from the FPPC’s website. Please contact the FPPC with questions.
3. ACCEPT OR REJECT PUBLIC MATCHING FUNDS

Any time after you file a Form 12, but no later than the end of candidate filing week, you must file a Form 20 (“Statement of Acceptance or Rejection of Matching Funds”) with the Ethics Commission. This form states whether you agree or decline to participate in the matching funds program.

Your decision applies to both the primary and general elections. If you decide not to participate in the program during the June primary election, you cannot change your mind and participate in the program in the November general election.

If you originally agree to participate in the program, you will have five business days after the last day of candidate filing week to change your mind if an opponent in your race declines to participate in the program. You must file a revised version of your Form 20 to decline to participate in the program. If you originally decline to participate in the program, you cannot change your mind and opt into the program at a later date.

4. 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 unless you have properly filed a Form 700 with the Ethics Commission and obtained a filing receipt by 12:00 p.m. on February 12, 2022.

There are specific deadlines for the submission of your signed nominating petitions, which are identified on the City Clerk’s election schedule (see the City Clerk’s website for more information). The City Clerk’s brochure, General Information for Candidates, has additional information about filing deadlines, fees, and obtaining nominating petitions.
J. DISCLOSE CITY-RELATED BUSINESS

Candidates who qualify to appear on the ballot, or who qualify as “write-in” candidates, must file a Form 44 (“Statement of City-related Business”) with the Ethics Commission within 10 calendar days of conducting certain business with the City that affects their personal financial interests. This statement discloses specific transactions or applications you have pending with the City.

K. WITHDRAWING YOUR CANDIDACY

If you decide to withdraw your candidacy after having filed Forms 501 and 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:

1. 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);

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

3. File a terminating California Form 460 with the Ethics Commission showing an ending cash balance of zero.

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8 City Election Code § 304; LAMC § 49.5.6(C).
TIMELINE FOR 2022 CITY ELECTIONS

- Sep. 8 2020: Fundraising window opens for City Council candidates.
- Feb. 1 2021: Semi-annual campaign statement due.

- Mar. 9 2022: 24-hour contribution reporting begins for primary.
- Feb. 18 2022: Last day to withdraw from matching funds program, if permitted.
- Feb. 12 2022: Candidate Filing Week ends. (12:00 p.m.)
- Feb. 7 2022: Candidate Filing Week begins. (8:00 a.m.)

- Mar. 24 2022: Last day for Ethics Commission to assess trust fund.
- Apr. 28 2022: First pre-election campaign statement due for primary.
- May 24 2022: First day the minimum matching funds claim is $1,000.
- May 26 2022: Second pre-election campaign statement due for primary.

- Aug. 1 2022: Semi-annual campaign statement due.
- Sep. 7 2022: Last day to file matching funds payment claim for primary.
- Jun. 7 2022: PRIMARY ELECTION
- Jun. 7 2022: Last day to file matching funds qualification request for primary.
- Jun. 3 2022: Third pre-election campaign statement due for primary.

- Aug. 10 2022: 24-hour contribution reporting begins for general.
- Sep. 29 2022: First pre-election campaign statement due for general.
- Oct. 25 2022: First day the minimum matching funds claim is $1,000 for general.
- Oct. 27 2022: Second pre-election campaign statement due for general.
- Nov. 4 2022: Third pre-election campaign statement due for general.

- Nov. 8 2023: Fundraising window closes for all candidates.
- Feb. 8 2023: Last day to file matching funds payment claim for general.
- Nov. 8 2022: GENERAL ELECTION
- Nov. 8 2022: Last day to file matching funds qualification request for general.
State and City laws require City candidates to publicly disclose certain information about their contributions, expenditures, and campaign communications.

A. ELECTRONIC CONTACT INFORMATION

You must file certain contact information with the Ethics Commission, including an e-mail address, any websites established or maintained by your campaign, and any social media accounts you or your campaign use to communicate with voters. This information must be disclosed through Form 17, filed concurrently with Form 12, and amended within 10 days of any changes.

B. 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, dividends, or refunds or credit from vendors).

1. DISCLOSURE FORMS

a. Periodic Reports

Periodic campaign disclosure statements must be filed using either California Form 470 (Short Form) or California Form 460 (Long Form). The required form depends on the total amount of your contributions or expenditures.

<table>
<thead>
<tr>
<th>Less than $2,000:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form 470 is used if you do not have a controlled committee and do not anticipate receiving or spending at least $2,000 for your campaign. If you are required to file a Form 470, it must be submitted no later than January 31 for the previous year.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>$2,000 or more:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form 460 is used if you have a controlled committee or have received or spent (or plan to receive or spend) $2,000 or more for your campaign. If you are required to file a Form 460, you must file several statements over the course of your campaign. Detailed instructions are included with the form, and in the FPPC's Campaign Disclosure Manual 2. Once your Form 460 is filed, you must continue to use Form 460, and Form 470 can no longer be used.</td>
</tr>
</tbody>
</table>

9 LAMC § 49.7.15.
10 Cal. Gov’t Code § 84211.
b. 24-hour Contribution Reports

In addition to disclosing your campaign activity on a scheduled basis, you are also required to file a Form 497 ("24-hour/10 Day Contribution Report") when you receive $1,000 or more from a single source on the date of the election or during the 90 days immediately preceding the date of the election. This includes a contribution or loan from yourself. You must report the contribution or loan again on the next regular filing of your 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 considered received on the earliest of the following:

- 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.

2. ELECTRONIC VS. PAPER FILING

a. Campaigns raising or spending at least $10,000.

If you have raised or spent at least $10,000 in connection with your campaign, you are required to file campaign disclosure statements electronically, using the Ethics Commission’s online Campaign Electronic Filing System (CEFS). To access CEFS, you and your treasurer must each file a Form 18 ("Application for CEFS ID") with the Ethics Commission.

b. All others.

You are encouraged to file electronically even if you are not required to do so. If you do not file electronically, you must file paper statements by submitting your original signed Form 460s to the Ethics Commission.

11 Cal. Gov’t Code §§ 82036, 84203.
12 LAMC § 49.7.17(B).
13 LAMC § 49.7.17(A)(1).
3. FILING DEADLINES

Campaign disclosure statements must be filed by specific deadlines identified by law. The filing schedule on the next page provides a list of filing deadlines. A filing deadline is extended to the next business day when it falls on a Saturday, Sunday, or a City Holiday.

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.14

There are no extensions of the filing deadlines. Late filing penalties ($10 per day for the state and $25 per day for the City) and other penalties may apply to campaign statements that are not filed on time.

4. AMENDMENTS

If you need to amend a campaign disclosure statement, you must file a new form in the format that applies to you under Section 2 above.

C. COMMITTEE OBLIGATIONS TO THE IRS

Your campaign committee may be required to file IRS Form 1120-POL (U.S. Income Tax Return for Certain Political Organizations) if it 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.

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14 LAMC § 49.7.17(A)(2).
### Primary Election - June 7, 2022

<table>
<thead>
<tr>
<th>Filing Deadline</th>
<th>Type of Statement</th>
<th>Period Covered</th>
<th>Acceptable Delivery Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 31, 2020</td>
<td>Semi-Annual</td>
<td>3/8/20 - 6/30/20</td>
<td>CEFS / First Class Mail / Personal Delivery</td>
</tr>
<tr>
<td>February 1, 2021</td>
<td>Semi-Annual</td>
<td>7/1/20 - 12/31/20</td>
<td>CEFS / First Class Mail / Personal Delivery</td>
</tr>
<tr>
<td>August 2, 2021</td>
<td>Semi-Annual</td>
<td>1/1/21 - 6/30/21</td>
<td>CEFS / First Class Mail / Personal Delivery</td>
</tr>
<tr>
<td>January 31, 2022</td>
<td>Semi-Annual</td>
<td>7/1/21 - 12/31/21</td>
<td>CEFS / First Class Mail / Personal Delivery</td>
</tr>
<tr>
<td>April 28, 2022</td>
<td>1st Pre-Election</td>
<td>1/1/22 - 4/23/22</td>
<td>CEFS / First Class Mail / Personal Delivery</td>
</tr>
<tr>
<td>May 26, 2022</td>
<td>2nd Pre-Election</td>
<td>4/24/22 - 5/21/22</td>
<td>CEFS / First Class Mail / Personal Delivery</td>
</tr>
<tr>
<td>June 3, 2022</td>
<td>3rd Pre-Election</td>
<td>5/22/22 - 6/1/22</td>
<td>CEFS / First Class Mail / Personal Delivery</td>
</tr>
<tr>
<td>August 1, 2022</td>
<td>24-hour Contribution</td>
<td>3/9/22 - 6/7/22</td>
<td>Email / Fax / Guaranteed Overnight Service Personal Delivery / Telegram</td>
</tr>
<tr>
<td>24 hours after receiving a contribution of $1,000+</td>
<td>Semi-Annual</td>
<td>6/2/22 - 6/30/22</td>
<td>CEFS / First Class Mail / Personal Delivery</td>
</tr>
</tbody>
</table>

### General Election - November 8, 2022

<table>
<thead>
<tr>
<th>Filing Deadline</th>
<th>Type of Statement</th>
<th>Period Covered</th>
<th>Acceptable Delivery Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1, 2022</td>
<td>Semi-Annual</td>
<td>6/2/22 - 6/30/22</td>
<td>CEFS / First Class Mail / Personal Delivery</td>
</tr>
<tr>
<td>September 29, 2022</td>
<td>1st Pre-Runoff</td>
<td>7/1/22 - 9/24/22</td>
<td>CEFS / First Class Mail / Personal Delivery</td>
</tr>
<tr>
<td>October 27, 2022</td>
<td>2nd Pre-Runoff</td>
<td>9/25/22 - 10/22/22</td>
<td>CEFS / First Class Mail / Personal Delivery</td>
</tr>
<tr>
<td>November 4, 2022</td>
<td>3rd Pre-Runoff</td>
<td>10/23/22 - 11/2/22</td>
<td>CEFS / First Class Mail / Personal Delivery</td>
</tr>
<tr>
<td>24 hours after receiving a contribution of $1,000+</td>
<td>24-hour Contribution</td>
<td>8/10/22 - 11/8/22</td>
<td>Email / Fax / Guaranteed Overnight Service Personal Delivery</td>
</tr>
<tr>
<td>January 31, 2023</td>
<td>Semi-Annual</td>
<td>11/3/22 - 12/31/22</td>
<td>CEFS / First Class Mail / Personal Delivery</td>
</tr>
</tbody>
</table>

Whenever a campaign statement is required, a statement must be filed for every committee that you controlled during the reporting period.
A. ABOUT CONTRIBUTIONS

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 contributor in return.

1. MONETARY CONTRIBUTIONS

Typical examples of monetary contributions include:

- Your personal funds.
- Money from your supporters (checks, cash, credit card transactions, etc.).
- Proceeds from the sale of tickets to fundraising events.
- Loans made to your committee.

2. NON-MONETARY (IN-KIND) CONTRIBUTIONS

Typical examples of non-monetary contributions, also referred to as in-kind contributions, include:

- Food, beverages, flowers, and decorations donated by a supporter.
- 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.
- A third party’s reproduction, broadcast, or distribution of any material you or your committee has used for campaign purposes.\(^\text{15}\)
- Communications paid for or made by third parties in cooperation with (at the behest of) you or your committee.

\(^{15}\) LAMC § 49.7.18.
3. 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 a month rendering services for political purposes.\textsuperscript{16}

- A fundraising event that is held in the host’s home or office when the host’s total costs are $500 or less.\textsuperscript{17} Anything provided at or for the event by someone other than the host is a contribution to you from that person.

B. CONTRIBUTION METHODS

1. CASH

You may not receive cash contributions of more than $30 per contributor, per election.\textsuperscript{18}

2. WRITTEN INSTRUMENTS

A written instrument is a check, cashier’s check, or money order. A contribution of $99.99 or less may be made by any of those instruments.\textsuperscript{19} A contribution of $100 or more must be made by a check that contains the name of the contributor and the name of the payee, and it must be drawn from the account of the contributor or an intermediary.

3. CREDIT CARD AND ELECTRONIC TRANSFERS

A contribution of any amount up to the applicable limit may be made by credit card or electronic transfer. If you accept credit card or other electronic contributions, you must determine whether each contribution is from a personal or a business account.

4. TEXT MESSAGE

A contribution may be made via short message service, multimedia messaging service, or other similar text messaging technology, but it may not exceed $30 per person, per election.\textsuperscript{20} Text contributions are treated as a pledge and are not considered “received” until you or your committee obtains control of the contributed funds.\textsuperscript{21}

\textsuperscript{16} 2 CCR § 18423.
\textsuperscript{17} Cal. Gov’t Code § 82015(c)(2).
\textsuperscript{18} Charter § 470(d); LAMC § 49.7.3(B)(2)(d).
\textsuperscript{19} Cal. Gov’t Code § 84300(c); FPPC’s Campaign Disclosure Manual 2.
\textsuperscript{20} LAMC § 49.7.6(B)(2), 2 CCR § 18421.31.
\textsuperscript{21} 2 CCR § 18421.31(b).
C. PROHIBITED CONTRIBUTIONS

1. LOBBYISTS AND LOBBYING FIRMS

You are prohibited from receiving a contribution from a lobbyist or lobbying firm that is required to register to lobby either the office you are seeking or your current City agency.\(^{22}\) The Ethics Commission maintains a database of registered lobbying entities on its website.

2. BIDDERS AND CONTRACTORS

Certain bidders, contractors, and persons associated with them are prohibited from making campaign contributions to or engaging in prohibited fundraising for certain elected City officials, candidates for elective City office, and City committees controlled by elected City officials or candidates.

The prohibition applies when a contract is worth $100,000 or more and varies based on who must approve the contract.

<table>
<thead>
<tr>
<th>If approval is required by:</th>
<th>City Council</th>
<th>Mayor, City Attorney, or Controller</th>
</tr>
</thead>
<tbody>
<tr>
<td>Then contributions and fundraising are prohibited for:</td>
<td>• All elected City Officials and the City committees they control.</td>
<td>• That elected City official and the City committees that elected official controls.</td>
</tr>
<tr>
<td></td>
<td>• All City candidates and the City committees they control.</td>
<td>• All candidates for that elected City office and the City committees they control.</td>
</tr>
</tbody>
</table>

Note: Certain exceptions apply and you should contact the Ethics Commission with any questions.

3. DEVELOPERS

**Beginning June 7, 2022** (the day the fundraising window for the 2022 general elections opens), certain persons associated with an application for a significant planning entitlement (SPE) are prohibited from making contributions to elected City officials, candidates for City office, and their committees.\(^{23}\)

\(^{22}\) Charter § 470(c)(11).
\(^{23}\) LAMC § 49.7.37(A)(6).
The prohibition applies to “restricted developers”: persons identified as applicants or owners on an SPE application filed with the Planning Department, and their principals of those applicants or owners, including:

- A restricted developer’s board chair, president, CEO, CFO, COO, and any individual who serves in the functional equivalent of one or more of those roles;
- A person who holds an ownership interest of 20 percent or more in a restricted developer; and
- An individual authorized to represent a restricted developer before the Planning Department concerning the SPE.

The prohibition applies from the time an application for an SPE is submitted until 12 months after the date a letter of determination is issued or, if none, the date the decision on the application is final. The Planning Department is required to notify every SPE applicant of this prohibition.

4. FOREIGN NATIONALS

You are prohibited from receiving a contribution from a foreign national. 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 corporations owned by foreign nationals may also be prohibited from making contributions under certain circumstances. Immigrants with status as lawful permanent residents in the United States may contribute. For more information, please see the FEC’s Foreign Nationals publication in Appendix G.

5. CRYPTOCURRENCY

You are prohibited from receiving contributions in cryptocurrency, such as Bitcoin.

D. CONTRIBUTION LIMITS

There are monetary limits to the contributions you can receive during your campaign. These limits are important to understand before you begin to solicit or receive contributions.

24 LAMC § 49.7.37(A)(4).
25 52 USC § 30121; 11 CFR § 110.20(g).
26 2 CCR § 18215.4.
1. PER-PERSON LIMITS

You may not accept more than a certain amount in contributions from a single person in a single election. 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.27

For the 2022 elections, the per-person limits are:

<table>
<thead>
<tr>
<th></th>
<th>City Council:</th>
<th>$800 per person, per election</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Citywide:</td>
<td>$1,500 per person, per election</td>
</tr>
</tbody>
</table>

The primary election and the general election are considered two separate elections. Therefore, one contributor may give you a maximum contribution for the June primary and another maximum contribution for the November general election.

Credit (other than a loan) extended for a period of more than 90 days is subject to the contribution limit, unless the creditor demonstrates a commercially reasonable attempt to collect a debt.28

It is illegal to accept contributions in excess of the contribution limit.29 This includes monetary contributions, in-kind contributions, and loans. 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 H.

2. NON-INDIVIDUAL CONTRIBUTIONS

You are prohibited from receiving more than a certain amount, in total, from non-individual contributors. Non-individuals are entities, such as businesses, corporations, labor unions, and political committees.30

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27 Cal. Gov’t Code § 82047.
28 LAMC § 49.7.9(D).
29 Charter §§ 470(c)(3)-(4).
30 Charter § 470(c)(7).
For the 2022 City elections, the cumulative non-individual limits are:

<table>
<thead>
<tr>
<th></th>
<th>City Council</th>
<th>City Attorney / Controller</th>
<th>Mayor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$240,700</td>
<td>$641,900</td>
<td>$1,444,400</td>
</tr>
</tbody>
</table>

This limit will be lifted if a candidate who does not participate in the matching funds program raises or spends more than the following amounts:

<table>
<thead>
<tr>
<th></th>
<th>Primary</th>
<th>General</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Council</td>
<td>$571,000</td>
<td>$476,000</td>
</tr>
<tr>
<td>Controller</td>
<td>$1,332,000</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Attorney</td>
<td>$1,498,000</td>
<td>$1,165,000</td>
</tr>
<tr>
<td>Mayor</td>
<td>$3,329,000</td>
<td>$2,662,000</td>
</tr>
</tbody>
</table>

3. **ANONYMOUS CONTRIBUTIONS**

You may not receive more than $200, in total, from all anonymous sources during an election. All additional contributions from anonymous sources must be turned over to the City Treasurer for deposit into the City’s general fund.

4. **GIFTS**

Once you file your Form 501, the state prohibits you from accepting personal gifts from a single source during the 2020 calendar year with a total value of more than $500. The 2021 limit is $520. 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. For information, please contact the FPPC.

If you are an incumbent seeking reelection, you continue to be subject to the City’s limits on gifts to City officials from banned and restricted sources.

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31 See Chapter 4; Charter § 470(c)(7)(D).
32 Charter § 470(e).
33 Cal. Gov’t Code § 89503.
5. LOANS

Your campaign may receive loans, subject to certain limitations and requirements.

a. Personal Loans

The amount and duration of a loan you make to your own committee is not limited, unless you are a matching funds participant. If you are not elected to office, you may repay yourself the entire amount of a loan you make to your own campaign.

If you are elected to office, the amount you may repay yourself is limited after the election. If you lend your campaign more than the limit below and do not repay yourself prior to the election, the amount in excess of the limit is a contribution to your committee that may not be repaid. The 2022 limits are:

| City Council candidates:       | $37,000 |
| Citywide candidates:          | $148,100 |

b. Commercial Loans

You may take out a loan from a commercial lending institution. If you do that on the same terms available to the public in the regular course of business, there are no limits on the amount or the repayment terms (other than those in the previous section that apply to winning candidates).

c. Other Loans

If your committee accepts a loan from another person, it cannot exceed the per-person contribution limit and must be repaid within 30 calendar days. If it is not repaid within 30 calendar days, it becomes a contribution that cannot be repaid.

34 LAMC § 49.7.9(E).
35 Charter § 470(c)(8).
Chapter Three - Contributions

Chapter One

Getting Started

Chapter Three - Contributions

26

d. Matching Funds Participants

If you are a matching funds participant, you cannot qualify to receive matching funds if you lend yourself more than the following amount in an election:

<table>
<thead>
<tr>
<th>City Council candidates:</th>
<th>$37,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citywide candidates:</td>
<td>$148,100</td>
</tr>
</tbody>
</table>

If you exceed the spending limit before it is lifted, the balance of your personal loan may not be repaid, regardless of amount. See Chapter 4 for more information about the matching funds program.

e. 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. You must also keep records of the amount of the loan, the interest rate, the due date, and the name, address, job title, and employer of the lender, and each guarantor or person liable for the loan.

E. AGGREGATION

In certain circumstances, contributions from two or more persons must be aggregated and treated as if they were made by a single person. This means that the total amount given by those persons is subject to the per-person contribution limit.

1. GENERAL INFORMATION

Aggregation is required when one contributor holds a majority ownership interest in another contributor or controls another contributor’s contribution activity. All aggregated persons are subject to the lowest contribution limit that applies to any of them. If one aggregated person is prohibited from making a contribution in a City election, then everyone aggregated with that person is also prohibited. There are many situations in which aggregation may occur. Consider the examples on the following page.

36 LAMC §§ 49.7.9(F), 49.7.23(C)(5).
37 LAMC § 49.7.9(B).
38 LAMC § 49.7.4.
Example 1: A sole proprietor of a dry cleaner contributes $500 from her personal checking account to a City Council candidate. Because the contribution limit is $800 per person, she may not make a separate contribution from the business’s checking account of more than $300 to the same candidate in the same election.

Example 2: An individual who makes a maximum contribution of $1,500 to a Mayoral candidate from his own checking account may not make a contribution of any amount to the same candidate in the same election from the funds of another individual for whom he holds financial power of attorney.

Example 3: If a business entity makes a contribution of $400 to a City Council candidate, an individual who holds an investment interest in the business of 50 percent or more may not make a personal contribution of more than $400 to the same candidate in the same election.

Example 4: A partnership may not make a contribution of any amount if one of the individuals responsible for making decisions about the partnership’s expenditures is a City lobbyist registered to lobby the office the candidate seeks or holds, and holds an ownership interest in the partnership of at least 20 percent.

Example 5: The CEO of a corporation directs the corporation to make a maximum $800 contribution to a City Council candidate. He may not make a separate contribution in any amount from his personal funds to the same candidate in the same election.

Example 6: Alan and Bob own 80% of Company A and 60% of Company B. If Company A makes a $1,000 contribution to a Controller candidate, Company B may not make a separate contribution greater than $500 to the same candidate in the same election. Alan or Bob may be limited in their personal contributions, if one of them owns 50% or more of either company.
2. SPOUSES AND CHILDREN

Contributions by spouses and registered domestic partners are separate contributions, and each spouse or registered domestic partner may make a contribution up to the per-person contribution limit. Contributions from children under the age of 18 are presumed to be contributed by their parents and are attributed either half to each parent or entirely to a single custodial parent.39

3. JOINT CHECKING ACCOUNTS

State law specifies standard ways in which contributions from joint checking accounts must be attributed.40

- 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 also signs it.

- If each individual whose name is imprinted on a check signs it, the contribution must be attributed in equal amounts to each person.

- If the name of the individual who signs the check is not imprinted on the check, an accompanying document, signed by the contributing individual, must state to whom the contribution is attributed.

Standard attributions may be altered if each individual whose name is imprinted on the check signs a document indicating that different amounts should be attributed to them. That document must accompany the check.

4. AVOIDING EXCESS CONTRIBUTIONS

It is important to keep track of all contributions you have received, to ensure that no contributor exceeds the per-person contribution limit and to ensure that your committee does not exceed the non-individual limit.

CEFS allows authorized users to run reports that check for aggregation. It is important to run reports after each filing for all contributions you have received to date.

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39 LAMC § 49.7.5(B).
40 2 CCR § 18533.

**Example:** Contributions from an individual must be aggregated with those of an entity in which the individual has certain controlling interests. Some job titles may indicate a controlling interest (e.g., owner/proprietor, chief executive officer, president, investor, partner).
If you have contributions that appear to require aggregation, you must obtain reliable third-party documentation to show that aggregation is not required. An Aggregate Contribution Verification Form is provided for this purpose in Appendix F. 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. CURING 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 H for more information.

F. LIMITATIONS ON FUNDRAISING

1. CITY OFFICIALS AND EMPLOYEES

No one may solicit contributions from a City official or employee to support or oppose a City candidate.41

2. CITY PROPERTY

No one may solicit, receive, or deliver a contribution in a room or building owned by (or paid for and used by) the City, unless the space is available to the public for organized campaign activities. If you receive an unsolicited contribution by mail on City property, you must forward it to your campaign within seven business days of receipt.42

3. HIGH LEVEL OFFICIALS

The heads of City Departments and members of City boards and commissions who are required to file statements of economic interests are prohibited from doing the following:

a. Soliciting, directing, or receiving a contribution from a person who has had a matter pending before them in the past 12 months.43

b. Engaging in prohibited fundraising activity on behalf of a City candidate or a committee controlled by the candidate.44

41 LAMC § 49.7.11(B)(1).
42 LAMC § 49.7.11(B)(2).
43 LAMC § 49.7.11(C)(1).
44 LAMC § 49.7.11(C)(2).
4. LOBBYING ENTITIES

If a lobbying entity engages in fundraising on your behalf, you must maintain records that detail the fundraising activity, including:45:

- Written solicitations for contributions or invitations to fundraisers distributed by the lobbying entity.
- Telephone and email logs detailing the lobbying entity’s contacts with potential contributors.
- Contributor call and email lists.
- The amount of contributions raised as a result of the lobbying entity’s fundraising activities.

You must make the records available to the lobbying entity upon request.46

G. CONTRIBUTOR INFORMATION

You may not deposit a contribution into your campaign checking account until you have the information below on file.47 You must return every contribution of $100 or more within 60 days if you do not have all of the required information.48 The documentation required for loans is identified above in D.5.e.

1. CONTRIBUTOR NAME

This must be the legal name of the true source of the contribution. It is important to ensure that the name is correctly spelled.

2. CONTRIBUTOR ADDRESS

The address must include the street address, city, state, and zip code. If the contribution is used for matching funds purposes, the address must be the contributor’s residence address. If the address provided is a multi-unit address, such as an apartment building, the unit number must be provided. A post office or business service center box address may not be used.

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45 LAMC § 48.05(A).
46 LAMC § 48.05(C).
47 LAMC § 49.7.16(A).
48 Cal. Gov’t Code § 85700.
3. CONTRIBUTOR JOB TITLE 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>Amount: $350 on 8/18/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 1</td>
<td>123 Main St.</td>
</tr>
<tr>
<td>Address 2</td>
<td>Los Angeles, CA 90000</td>
</tr>
<tr>
<td>Job Title:</td>
<td>Doctor</td>
</tr>
<tr>
<td>Employer:</td>
<td>Smith Medical Offices</td>
</tr>
</tbody>
</table>

A professional field (e.g., sales, education, entertainment, software, etc.) does not qualify as a job title. However, a job title may include being retired or a homemaker. Job title and employer are not required if the contributor is a non-individual.

4. AMOUNT OF CONTRIBUTION

In addition to reporting the dollar amount of all monetary contributions, you must disclose the fair market value (FMV) of all non-monetary contributions. The FMV is the amount you or your committee would have to pay on the open market for the good or service. This information may be obtained in writing from the contributor or, if that is not possible, as an estimate from vendors who provide similar goods or services. You should maintain a written record that describes the method you used to assess the FMV.

5. 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.49

6. CONTRIBUTOR CERTIFICATION

All of your contributors must certify all of the following information under penalty of perjury:

- The contribution is not being made under a false name;
- The contribution is not being made under someone else’s name;

---

49 2 CCR § 18421.1.
• The contribution does not cause the contributor to cumulatively or in the aggregate exceed the applicable contribution limit;

• The contribution has not been and will not be reimbursed;

• The contribution is not from a lobbyist or lobbying firm that is prohibited from making it;

• The contribution is not from a bidder, subcontractor, principal, or underwriting firm that is prohibited from making it;

• Beginning June 7, 2022, the contribution is not from a restricted developer or principal that is prohibited from making it;

• Whether the contribution is being made with business or personal funds;

• For an individual contributor, whether the address provided is the contributor’s residence address; and

• The information regarding a contributor’s address, job title, and employer is correct.

Obtaining this certification is evidence that you acted in good faith in receiving the contribution.\textsuperscript{50} Contributions received without the proper certifications may not be deposited or used to qualify for or receive matching funds. Sample contributor certifications are available in Appendix D, and on the Ethics Commission’s website.

7. CONTRIBUTIONS FROM AN LLC

If you receive contributions of $100 or more from a limited liability company (LLC), you must collect additional information about individuals associated with the LLC before depositing the contribution into your campaign checking account.\textsuperscript{51} The information must be disclosed on your Form 460.

\textsuperscript{50} LAMC §§ 49.7.16(B)–(C).

\textsuperscript{51} 2 Cal. Code Regs. § 18421.10.
If the LLC...

| Does not qualify as a committee | The name of the individual primarily responsible for approving the contribution. |
| Qualifies as a recipient committee (receives contributions totaling $2,000 or more in a calendar year) | The name of the committee's principal officer.* |
| Qualifies as an IE committee (makes IEs totaling $1,000 or more in a calendar year) | The name of the LLC's responsible officer.* |
| Qualifies as a major donor committee (makes contributions totaling $10,000 or more in a calendar year to or at the behest of candidates or committees) | The name of the LLC's responsible officer.* |

* The individual primarily responsible for approving the entity's political activity, such as authorizing expenditures or contributions and developing or approving a campaign strategy.

If more than one individual shares in the responsibilities identified in the table above, you must report the name of at least one of those individuals.52

An LLC is required to disclose to your campaign any contributions it makes on behalf of a third party, as well as the third party's full name, address, job title, and employer or, if the third party is self-employed, principal place of business.

**H. MONEY LAUNDERING**

A contribution made in the name of someone other than the true source of the contribution is an "assumed name" contribution.53 This is commonly referred to as political money laundering, and it is illegal.54

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.

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.54

**Example:** Bob asks his employee Joe to make a contribution and reimburses Joe for it. Bob is the true source of the contribution, but neither of them discloses that fact. They have engaged in political money laundering.

---

52 2 CCR § 18402.2(b).
53 Charter § 470(k).
54 Charter § 470(o); LAMC § 49.7.38.
I. RETURNING 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.\textsuperscript{55} The FPPC’s \textit{Campaign Disclosure Manual 2} provides instructions for how to report returned contributions and bounced or stop-payment contribution checks. If you deposit a contribution that is later returned, it must be reported on Form 460 as having been received and as a payment made to the contributor.

\textsuperscript{55} Cal. Gov’t Code § 84211(q); 2 CCR § 18531; LAMC § 49.7.7.
The City’s matching funds program helps candidates run for public office without having to rely on excessive fundraising. The program incentivizes candidates to engage directly with their community by amplifying smaller contributions from across the City.

A. PARTICIPATING IN THE MATCHING FUNDS PROGRAM

You must file a Form 20 with the Ethics Commission to agree or decline to participate in the matching funds program. The form may be filed any time after you file your Form 12, but it must be filed by the end of candidate filing week.

Your decision applies to both the primary election and the general election. If you decide not to participate in the program for the primary, you cannot change your mind and participate in the program for the general.\textsuperscript{56}

If you initially agree to participate and one of your opponents declines to participate, you have until 5:00 p.m. on February 18, 2022 (five business days after the end of candidate filing week), to withdraw from the program.\textsuperscript{57} An amended Form 20 must be filed to withdraw.

B. QUALIFYING FOR MATCHING FUNDS

After agreeing to participate in the program, you must meet certain qualification criteria in order to actually receive matching funds. If you participate, you are required to abide by the program rules, whether or not you actually qualify for or receive funds.

You must do all of the following to qualify for public matching funds:

1. Limit the amount you contribute or lend to your own campaign:

| City Council | $37,000 |
| Citywide     | $148,100 |

\textsuperscript{56} LAMC § 49.7.23(A).
\textsuperscript{57} LAMC § 49.7.22(C).
2. Receive qualified contributions of $5 or more from 100 individuals living in your City Council district or, for Citywide candidates, the City.

3. Receive a minimum cumulative threshold of qualified contributions from individuals residing in the City:

<table>
<thead>
<tr>
<th>Minimum Cumulative Threshold</th>
<th>Maximum Amount Per-Contributor That Counts Towards the Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Council</td>
<td>$11,400 $114</td>
</tr>
<tr>
<td>Controller</td>
<td>$32,100 $214</td>
</tr>
<tr>
<td>City Attorney</td>
<td>$32,100 $214</td>
</tr>
<tr>
<td>Mayor</td>
<td>$64,200 $214</td>
</tr>
</tbody>
</table>

4. Limit your campaign spending, as explained in Section C below, to the following amounts:

<table>
<thead>
<tr>
<th></th>
<th>Primary</th>
<th>General</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Council</td>
<td>$571,000</td>
<td>$476,000</td>
</tr>
<tr>
<td>Controller</td>
<td>$1,332,000</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>City Attorney</td>
<td>$1,498,000</td>
<td>$1,165,000</td>
</tr>
<tr>
<td>Mayor</td>
<td>$3,329,000</td>
<td>$2,662,000</td>
</tr>
</tbody>
</table>

5. Be certified to appear on the ballot.

6. Be opposed by a candidate who is also certified to appear on the ballot.

7. Participate in a debate with one or more opponents who have qualified to appear on the ballot or, if no opponent agrees to debate you, conduct a town hall meeting. A debate must last at least 60 minutes, be moderated by an independent third party, and be open to the public. A town hall meeting must be open to the public, the media, and other candidates and last at least 60 minutes, a majority of which must be focused on you responding to questions posed by attendees.

8. Attend an Ethics Commission candidate training. Your treasurer must also attend a training.

9. File all required campaign statements.

Note: A qualified contribution is a contribution that you receive and that meets all of the following criteria:

- It is lawful.
- It is from a City resident other than you or your immediate family (spouse, domestic partner, dependent children).
- It is not a loan, a pledge, or a non-monetary contribution.
- It was received after the fundraising window opened, after you filed your Form 12, and no more than three months after the date of the election.
C. EXPENDITURE CEILINGS FOR PARTICIPATING CANDIDATES

Once you agree to participate in the program, you are required to abide by an expenditure ceiling, regardless of whether you actually request or receive matching funds.58 The ceilings for the 2022 elections are as follows:

<table>
<thead>
<tr>
<th>Expenditure Ceilings</th>
<th>Primary</th>
<th>General</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Council</td>
<td>$571,000</td>
<td>$476,000</td>
</tr>
<tr>
<td>Controller</td>
<td>$1,332,000</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>City Attorney</td>
<td>$1,498,000</td>
<td>$1,165,000</td>
</tr>
<tr>
<td>Mayor</td>
<td>$3,329,000</td>
<td>$2,662,000</td>
</tr>
</tbody>
</table>

1. ALL CAMPAIGN EXPENDITURES COUNT TOWARD THE CEILING

Campaign expenditures include everything your committee spends its funds on, including all costs incurred before and after the election, accrued expenditures, and non-monetary (in-kind) contributions. The only exception is the filing fee paid during the primary election to be certified to appear on the ballot. The primary election and the general election are considered two separate elections59, and a primary committee’s expenditures are counted separately from a general committee’s expenditures.

2. WHEN THE EXPENDITURE CEILING MAY BE LIFTED

In the following specific circumstances, your expenditure ceiling may be lifted:

a. A candidate in your race who is not participating in the program spends more than your expenditure ceiling. **All candidates must notify the Ethics Commission in writing on the day they raise more than the expenditure ceiling and again on the day they spend or incur expenditures totaling more than the ceiling, even if the ceiling has already been lifted.**60 You may send this notification via email.

b. Independent expenditure communications (IEs) to support or oppose a single candidate in your race exceed the following amounts:

| City Council          | $92,000   |
| City Attorney / Controller | $184,000 |
| Mayor                 | $368,000  |

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58 LAMC § 49.7.22(B).
59 Charter § 470(b)(3).
60 LAMC § 49.7.26.
An IE communication is a communication that expressly advocates the election or defeat of a clearly identified candidate or, taken as whole and in context, unambiguously urges a particular result in an election but is not authorized, distributed, paid for, or behested by the affected candidate or committee.\(^{61}\)

If either of those circumstances occurs, the Ethics Commission will lift the expenditure ceiling and notify all participating candidates that it no longer applies. You may not exceed the expenditure ceiling until after you have received notice from the Ethics Commission that it has been lifted.

If you are elected to office and exceed an expenditure ceiling when it has not been lifted, you may not repay yourself the balance of any personal loan you made. The outstanding loan amount is considered a personal contribution to your campaign.\(^{62}\)

**D. MAXIMUM FUNDING FOR A PARTICIPATING CANDIDATE**

The amount of funding available to each qualified candidate is limited.\(^{63}\) The limits vary, based on the office sought and the type of election. For the 2022 elections, the maximum funding is as follows:

<table>
<thead>
<tr>
<th></th>
<th>Primary</th>
<th>General</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Council</td>
<td>$161,000</td>
<td>$201,000</td>
</tr>
<tr>
<td>Controller</td>
<td>$428,000</td>
<td>$482,000</td>
</tr>
<tr>
<td>City Attorney</td>
<td>$482,000</td>
<td>$562,000</td>
</tr>
<tr>
<td>Mayor</td>
<td>$1,071,000</td>
<td>$1,284,000</td>
</tr>
</tbody>
</table>

For each election, the Ethics Commission is required to evaluate the balance of the Public Matching Funds Trust Fund to determine what level of funding is available to eligible candidates. If the trust fund balance is insufficient to fully fund each qualified candidate, the Ethics Commission must approve a reduced maximum, distributed on a pro-rata basis.\(^{64}\)

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61 LAMC § 49.7.2(L).
62 LAMC § 49.7.9(F).
63 LAMC § 49.7.29.
64 LAMC § 49.7.30(C); LAAC § 24.33(d).
**E. MATCHING FUNDS FORMULA**

Qualified contributions from individuals are matched at a 6-to-1 rate. Up to $114 per contributor may be matched for City Council candidates, and up to $214 per contributor may be matched for Citywide candidates.\(^{65}\) At the 6-to-1 match rate, contributions of those amounts have approximately the same value as maximum per-person contributions.

Consider the following examples:

<table>
<thead>
<tr>
<th>Seat</th>
<th>Contribution Amount</th>
<th>Matchable Portion</th>
<th>Match Rate</th>
<th>Matching Funds Payment</th>
<th>Total Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Council</td>
<td>$5</td>
<td>$5</td>
<td>6:1</td>
<td>$30</td>
<td>$35</td>
</tr>
<tr>
<td>City Council</td>
<td>$114</td>
<td>$114</td>
<td>6:1</td>
<td>$684</td>
<td>$798</td>
</tr>
<tr>
<td>City Council</td>
<td>$200</td>
<td>$114</td>
<td>6:1</td>
<td>$684</td>
<td>$884</td>
</tr>
<tr>
<td>City Attorney</td>
<td>$200</td>
<td>$200</td>
<td>6:1</td>
<td>$1,200</td>
<td>$1,400</td>
</tr>
<tr>
<td>Controller</td>
<td>$214</td>
<td>$214</td>
<td>6:1</td>
<td>$1,284</td>
<td>$1,498</td>
</tr>
<tr>
<td>Mayor</td>
<td>$500</td>
<td>$214</td>
<td>6:1</td>
<td>$1,284</td>
<td>$1,784</td>
</tr>
</tbody>
</table>

The following **cannot** be matched\(^{66}\):

- Contributions from you or your immediate family (spouse, domestic partner, dependent child).
- Contributions from non-individuals (businesses, unions, PACs, etc.).
- Contributions from individuals who do not reside within the City.
- Contributions received before they are allowed (*i.e.*, before you file a Form 12).
- Contributions received more than three months after the election.
- Loans, pledges, and non-monetary contributions.
- Returned or unpaid contributions (*i.e.*, bounced checks).

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65 LAMC § 49.7.27.
66 LAMC § 49.7.2(T).
F. CLAIMING MATCHING FUNDS

You must submit a Form 22 in order to request qualification or claim a payment of matching funds. Your request for qualification may also serve as your first claim for payment. The Ethics Commission staff processes every Form 22, to verify that you have met all the qualification requirements and to determine the amount of matching funds you are eligible to receive.67

1. REQUIRED DOCUMENTATION

a. A spreadsheet listing all contributions, alphabetical order, for which matching funds are requested. A spreadsheet template is available on the Ethics Commission’s website.

b. The following information for every contribution68:
   i. The contributor’s name, residence address, occupation, and employer (or, if contributor is self-employed, the name of the contributor’s business);
   ii. The complete contributor certification identified in Section 3.G.6;
   iii. The date the contribution was received;
   iv. The amount of the contribution;
   v. The cumulative amount of contributions received from that contributor for the same election;
   vi. The portion of the contribution for which matching funds are claimed;
   vii. Previous amounts of matching funds already received for that contributor for the same election; and
   viii. Whether the contributor’s residence address is within the City and, for City Council candidates, within the district.

c. A contributor certification for every contribution. Sample certifications are provided in Appendix D.

Note: Please ask the Ethics Commission staff for assistance before submitting a Form 22.

67 LAMC §§ 49.7.28, 49.7.30.
68 LAAC § 24.34(a)(8).
d. Proof of every contribution. This means a copy of the check or the electronic transaction receipt. Transaction receipts must identify the date, the amount, the name on the card or account, the card or account number or partial number, and the transaction identification number.

e. For qualification requests, the invitation to or announcement of the debate or town hall meeting in which you participated.69

2. CERTIFICATION

You and your treasurer must sign the Form 22, to certify that all contributions are from City residents, have been deposited into the campaign checking account, and that, to the best of your knowledge, all supporting documentation is true and complete.

3. SUBMISSION

Form 22, the accompanying spreadsheet, and supporting documentation for every contribution in the spreadsheet must be submitted to ethics.matchingfunds@lacity.org.

4. TIMING

You may submit a Form 22 at any time after you have filed your Form 20. The Ethics Commission staff will process your submissions as they are received, but payments cannot be issued unless you have been certified to appear on the ballot and have otherwise qualified to receive matching funds.70 The City Clerk typically certifies which names will be on the ballot three to four months prior to a primary election.

The deadline to submit claims for qualification is the date of the election. You may submit claims for payment up to three months after the date of the election.

69 2 CCR § 2434(a)(5).
70 LAAC § 24.32(b).
5. MINIMUM DOLLAR AMOUNT PER CLAIM

Each claim must represent a certain amount of matchable contributions.  

- Up to 15 days before the election, a claim must represent at least $10,000 in matchable portions of qualified contributions.
- During the 14 days immediately preceding the election, a claim must represent at least $1,000 in matchable portions of qualified contributions.
- At any time, a claim may represent any amount in matchable portions of qualified contributions if it will result in you receiving a final payment for the maximum amount of matching funds available to you for that election.

6. COLLECTING MATCHING FUNDS PAYMENTS

The Controller’s office issues payments within two business days after it receives authorization from the Ethics Commission. You may submit paperwork to have payments directly deposited into your bank account, or you may elect to receive checks. If you elect to receive checks, you will be notified when payment is available for pick up at the Ethics Commission’s office. You must provide written notice of individuals who are authorized to pick up your payments, and they must present photographic identification at the time of pick up.

7. SUBMITTING FALSE CLAIMS

Making a false claim is a misdemeanor, and all matching funds received as a result of a false claim must be returned. In addition, a false claim may lead to a court determination that a candidate who has been elected to office must be removed from office.

8. UPDATES AND CORRECTING CLAIMS

The Ethics Commission will review your claim and provide you with a list of rejected contributions, as well as the reasons the contributions cannot be matched. If you need to update or correct a contributor’s information, you must submit an amended claim that includes written clarification from the contributor. The amended claim and supporting documentation may be submitted to ethics.matchingfunds@lacity.org.

71 LAAC §§ 24.34(c)(2)(A)–(B).
72 LAMC § 49.7.28(D).
G. ADDITIONAL INFORMATION

1. USE OF MATCHING FUNDS

Matching funds may only be spent for purposes reasonably related to influencing the outcome of your race. Using the funds in any other way is a misappropriation of public money.\textsuperscript{73} Public funds may not be used to violate any law, to pay fines or penalties, or to pay inauguration expenses.

2. EXCESS PAYMENT

A payment of matching funds is not a final determination of the amount you are qualified to receive.\textsuperscript{74} All payments are subject to post-payment audits and adjustments. If you receive more matching funds than you are entitled to, you must refund the amount in excess to the Public Matching Funds Trust Fund within 15 calendar days of notice. Candidates who do not refund excess matching funds are subject to legal action for collection.\textsuperscript{75}

3. SURPLUS MATCHING FUNDS

Surplus matching funds (determined using the first-in, first-out accounting method) are the amount of unspent matching funds that you have after you have withdrawn your candidacy or an election has occurred and you have paid all expenditures incurred in that election. If you receive matching funds and do not have campaign debt, those funds are surplus matching funds.

You must repay all surplus matching funds to the Public Matching Funds Trust Fund within 90 calendar days after the election or, if you withdraw from the election, within 10 calendar days after the withdrawal.\textsuperscript{76}

4. POST-ELECTION CONTRIBUTIONS

Contributions received after an election are eligible for matching funds if they were received\textsuperscript{77}:

a. During the three months immediately following the election; and

b. For the purpose of retiring debt that was incurred during the election.

\textsuperscript{73} LAAC § 24.38(a).
\textsuperscript{74} LAAC § 24.34(g).
\textsuperscript{75} LAAC § 24.36(d).
\textsuperscript{76} LAAC § 24.36(b).
\textsuperscript{77} LAMC § 49.7.10(C); LAAC § 24.34(c)(3).
KEY DATES FOR THE MATCHING FUNDS PROGRAM

**2022 Elections**

This schedule is intended only as a general guide to the deadlines established for the public matching funds program.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar. 8, 2020</td>
<td>Opening of the Citywide fundraising window. First day Controller, City Attorney, and Mayoral candidates may file Form 20 (“Declaration of Acceptance or Rejection of Matching Funds”).</td>
</tr>
<tr>
<td>Sep. 8, 2020</td>
<td>Opening of the City Council fundraising window. First day City Council candidates may file Form 20 (“Declaration of Acceptance or Rejection of Matching Funds”).</td>
</tr>
<tr>
<td>Feb. 12, 2022</td>
<td>Last day to file Form 20 (“Declaration of Acceptance or Rejection of Matching Funds”). A candidate who fails to file by the deadline may not participate in the matching funds program.</td>
</tr>
<tr>
<td>Feb. 18, 2022</td>
<td>Last day for a candidate who originally accepted matching funds to notify the Ethics Commission in writing that the candidate has chosen to withdraw from the program [permitted only if another candidate in the same race has rejected matching funds].</td>
</tr>
<tr>
<td>Mar. 24, 2022</td>
<td>Last day for Ethics Commission to determine whether the trust fund balance is adequate to provide maximum matching funds to all qualified participants in the primary elections.</td>
</tr>
<tr>
<td>May 24, 2022</td>
<td>First day the claim minimum for Form 22 (“Matching Funds Request for Qualification or Claim for Payment”) is lowered from $10,000 in matchable portions of qualified contributions to $1,000.</td>
</tr>
<tr>
<td>Jun. 7, 2022</td>
<td>Last day to file a Form 22 (“Matching Funds Request for Qualification or Claim for Payment”) to request qualification for matching funds.</td>
</tr>
<tr>
<td>Jun. 7, 2022</td>
<td>PRIMARY ELECTION</td>
</tr>
<tr>
<td>TBD</td>
<td>Last day for the Ethics Commission to determine whether the trust fund balance is adequate to provide maximum matching funds to all qualified participants in the general elections [within 40 days after the primary election results are certified].</td>
</tr>
<tr>
<td>Sep. 7, 2022</td>
<td>Last day qualified candidates may submit a Form 22 (“Matching Funds Request for Qualification or Claim for Payment”) to claim payment for the primary election.</td>
</tr>
<tr>
<td>Nov. 8, 2022</td>
<td>Last day to file a Form 22 (“Matching Funds Request for Qualification or Claim for Payment”) to request qualification for matching funds [applies only to candidates not qualified in the primary election].</td>
</tr>
<tr>
<td>Nov. 8, 2022</td>
<td>GENERAL ELECTION</td>
</tr>
<tr>
<td>Feb. 8, 2023</td>
<td>Last day qualified candidates may submit a Form 22 (“Matching Funds Request for Qualification or Claim for Payment”) to claim payment for the general election.</td>
</tr>
</tbody>
</table>
A. ABOUT EXPENDITURES

A campaign expenditure is a payment made for goods or services that is reasonably related to a political purpose. 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

You may only use your campaign funds to make expenditures relating to your candidacy for City office. All of your campaign expenditures must be reasonably related to a political purpose.

C. PROHIBITED EXPENDITURES

1. CONTRIBUTIONS

Your committee is prohibited from making a contribution to another candidate running for elective office, to a committee supporting or opposing a candidate for elective office, or in support of or opposition to a City ballot measure. However, you may use your own personal funds to contribute to other candidates and ballot measure committees.

2. SEPARATE ELECTIONS

The primary and general elections are considered two separate elections. A campaign committee may only make expenditures related to its specific election. Your primary committee may not pay for goods or services received for the general election, and your general committee may not pay for goods or services received for the primary election.

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78 Cal. Govt Code § 82025.
79 Cal. Govt Code § 89512.
80 Charter § 470(b)(3), 470(c)(1), 470(c)(9).
3. TRANSFERS TO OTHER COMMITTEES

Funds from your campaign committee may not be transferred to another committee established for elective City office or to an independent committee that supports or opposes a candidate for elective office, including you. If you advance to the general election, you may not transfer funds from your primary election committee to your general election committee.

4. PERSONAL BENEFIT

An expenditure that gives you a personal benefit must be directly related to a political, legislative, or governmental purpose. The PRA has specific rules about certain types of expenditures that create a personal benefit for you or your immediate family. Please contact the Ethics Commission if you are considering an expense related to any of the following:

- Attorney fees
- Automobile
- Childcare
- Charitable donations
- Clothing
- Equipment and appliances
- Legal Fines
- Gifts
- Health
- Loans
- Professional Services
- Real Property
- Tickets for entertainment and political fundraisers.
- Travel and accommodations.
- Victory celebrations.

5. SPOUSE OR DOMESTIC PARTNER

You may not use your campaign funds to compensate your spouse or domestic partner for any services.

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81 Cal. Gov’t Code § 89512.
82 Cal. Gov’t Code § 84307.5.
6. MATCHING FUNDS

Expenditures made with matching funds must be reasonably related to influencing or attempting to influence the action of the voters for or against a City candidate in your race. Using matching funds in any other way is a misappropriation of public funds and a violation of City law.\(^{83}\)

D. PAYMENT METHODS

All campaign expenditures must be made from your campaign checking account.\(^{84}\)

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. For additional information about campaign checking accounts, please refer to Chapter 1.

If your committee uses your personal credit card, the account must have a zero balance (no outstanding personal debts) when the committee begins to use the card. Personal expenditures may not be made on that account until the campaign's balance has been paid and no other campaign expenditures will be made with that credit card.

You must maintain credit card bills and original invoices and receipts for each credit card expenditure. The credit card bill, by itself, is insufficient documentation of expenditures. You are required to itemize each credit card expenditure of $100 or more, including disclosing complete vendor information on Schedule E of Form 460.

2. CASH

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.\(^{85}\) Receipts and other documentation must be maintained for expenditures made from the petty cash fund.

\(^{83}\) LAAC § 24.38(a).
\(^{84}\) Charter § 470(g); Cal. Gov't Code § 85201.
\(^{85}\) Cal. Gov't Code § 84300(b); Charter § 470(j).
E. RETAINING RECORDS

You are required to keep expenditure records of all individual and accrued expenses. In addition, any 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 be made available to the Ethics Commission upon request. You should make your consultants, contractors, and vendors aware of this requirement.

1. INDIVIDUAL EXPENSES

For every payment of $25 or more, your records must identify the name and full address of the vendor, sub-vendor, or payee, the amount of the expense, the date of the transaction, and a description of the good or service for which the payment was made.

Your expenditure records must include at least:

- Receipts, bills, invoices, and work orders for expense transactions.
- Receipts and invoices for credit card or petty cash payments.
- Canceled checks, bank statements, credit card statements, and check registers.
- Contracts, including employment contracts, independent contractor agreements, and lease agreements.

2. ACCRUED EXPENSES

Campaign statements must contain the total amount of expenditures made during the period covered by the campaign statement, as well as an itemization of each expenditure of $100 or more. An expenditure is considered to be made on the earlier of the date the payment is made or incurred or the date the good or service is received.

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” expenses. Accrued expenditures count toward the expenditure limit for matching funds participants. See Chapter 4 for more information. Accrued expenditures also count toward your expenditure notification requirements.

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Example: You hire a campaign consultant to produce and distribute your campaign communications. You must maintain all original invoices, bills, and receipts from each of the vendors used by the consultant. It is not sufficient for you to merely keep paperwork from the consultant that lists payments made to different vendors.

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86 Charter § 470(m).
87 Cal. Gov’t Code § 84211.
88 Cal. Gov’t Code § 82025.
a. Reporting Accrued Expenses.

You must report accrued expenses of $100 or more on Schedule F of Form 460. Accrued expenses must be disclosed in the reporting period in which 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.

b. 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.89

Contracts with consultants and independent contractors are not considered regularly recurring administrative overhead and must, therefore, be reported as accrued.90

c. Credit Card Bills.

Credit card bills not paid in full may need to be accrued and reported on Schedule F, and vendors owed $100 or more must be reported in detail. Do not use Schedule G to report accrued expenditures for credit cards. More information about accrued expenses is available in the FPPC’s Campaign Disclosure Manual 2.

F. 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. There is one exception, which allows you to use personal funds directly to pay for your initial filing fees. Personal funds must be reported as a contribution or a loan to your campaign.

Example: In August 2021, you ordered and received literature from a printer at a cost of $2,500, but you do not pay the printer until October 2021. On your third quarter Form 460, you must report the $2,500 unpaid bill as an accrued expense on Schedule F. On your fourth quarter Form 460, 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.

89 2 CCR § 18421.6(b).
90 2 CCR § 18421.6.
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.91

Itemized expenses of $100 or more must be reported on Schedule E of Form 460. Unreimbursed goods, services, and travel expenses must be reported as non-monetary contributions and are subject to applicable contribution limits.

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 between you or your committee and the agent or independent contractor that provides for the reimbursement;

• 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.92

An unreimbursed expenditure made by an agent or independent contractor is considered an in-kind contribution and is subject to the contribution limit.

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 and must be reported as such.

91 2 CCR § 18526(a)(2).
92 2 CCR § 18526(b)(2).
A. DISCLAIMERS

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

- It expressly advocates the election or defeat of a City candidate or ballot measure or, taken as a whole and in context, urges a particular result in a City election; and

- It is authorized, distributed, paid for, or behested by a City candidate or committee.

A campaign communication that is paid for or authorized by your campaign must include a disclaimer that identifies your campaign.93

1. REQUIRED STATEMENTS

The disclaimer must read as follows94:

“Paid for by [your committee’s name, address, and city]. Additional information is available at ethics.lacity.org.”

2. DISPLAY CRITERIA

Specific display criteria apply to the disclaimer, depending on the type of communication.95 The following table identifies the specific requirements.

<table>
<thead>
<tr>
<th>Print Communications - Up to 24” x 36”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disclaimer must be printed in a typeface that is:</td>
</tr>
<tr>
<td>• Bold, sans serif;</td>
</tr>
<tr>
<td>• Easily legible to an average reader;</td>
</tr>
<tr>
<td>• Not less than 14-point font; and</td>
</tr>
<tr>
<td>• In a color that contrasts with the background.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Print Communications - Larger than 24” x 36”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disclaimer must be printed in a typeface that is:</td>
</tr>
<tr>
<td>• Bold, sans serif;</td>
</tr>
<tr>
<td>• Easily legible to an average reader;</td>
</tr>
<tr>
<td>• At least five percent of the height of the material; and</td>
</tr>
<tr>
<td>• In a color that contrasts with the background.</td>
</tr>
</tbody>
</table>

93 LAMC §§ 49.7.2(B), 49.7.33(A).
94 LAMC § 49.7.33(A)
95 LAMC § 49.7.33(D)
Chapter One
Getting Started

Chapter Six - Campaign Communications

Audio Communications
Disclaimer must be spoken:
• In a clearly audible manner;
• At the same speed and volume as the rest of the communication; and
• For at least five seconds at either the beginning or the end of the communication.

Video Communications
Disclaimer must be printed in a typeface that is:
• Bold, sans serif;
• Easily legible to an average reader;
• In a color that contrasts with the background; and
• Displayed for at least four seconds at either the beginning or the end of the video.

A spoken disclaimer is also required if the written disclaimer does not appear for at least five seconds in a video up to 30 seconds long or for at least 10 seconds in a video that is longer than 30 seconds.

3. ELECTRONIC ADVERTISEMENTS

An abbreviated disclaimer may be used for small electronic ads where a full disclaimer is impractical.96 At a minimum, an abbreviated disclaimer must include the words “Paid for by” immediately followed by the committee identification number provided by the FPPC. When a user interacts with the communication, the interaction must provide the user with the full disclaimer in an easily legible format, such as through a rollover or pop-up or on the landing page of a linked website.

4. EXCEPTIONS

A disclaimer is not required on the following97:

• Slate mailers;
• Business cards;
• Wearing apparel;
• Small promotional items (e.g., pens, mugs); or
• Other items on which a disclaimer cannot be reasonably displayed in a legible typeface.

96 LAMC § 49.7.33(E)(2).
97 LAMC § 49.7.33(E)(1).
5. OTHER REQUIREMENTS

a. Envelopes. If you mail 200 or more copies of a campaign communication in envelopes, the outside of each envelope must include your name and address.\(^98\)

b. Reporting Changes to Disclaimer Information. If the information in a disclaimer changes, you must amend the campaign communication within five business days.\(^99\)

B. SOCIAL MEDIA

If your campaign uses social media (Twitter, Facebook, Instagram, etc.) to communicate about the election you must include the following statement on each account’s home or main page\(^100\):

“This account is being used for campaign purposes by [your name or your committee’s name].”

This statement must be prominently displayed in a font that is easily legible by the average reader and in a color that contrasts with the background.

Individual messages sent from social media accounts (Tweets, posts, etc.) do not have to include a disclaimer. However, if the message includes a link to or an attachment with a campaign communication, the linked or attached communication must include the appropriate disclaimer and be filed as a campaign communication in CEFS.

You must disclose your campaign’s social media accounts to the Ethics Commission by filing Form 17. If the information changes, you must amend the form within 10 days of the change.

C. RETAINING RECORDS

For each campaign communication, you must retain the following records:

- An original color sample;
- The distribution date;
- The number of pieces distributed;
- The method of distribution; and
- Related expenditures.

\(^{98}\) Cal. Gov’t Code § 84305.
\(^{99}\) LAMC § 49.7.33(F).
\(^{100}\) LAMC § 49.7.34(A).
You must keep records of all campaign expenditures for at least four years, and those records must be made available to the Ethics Commission upon request.101

D. DISCLOSURE REQUIREMENTS

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.102 These communications are searchable through the Ethics Commission’s Public Data Portal.

1. FILING DEADLINES

Campaign communications must be filed according to the following deadlines103:

<table>
<thead>
<tr>
<th>Within 24 hours of distribution</th>
<th>From the first day of candidate filing week through the date of the deciding election in that race.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 5 days of distribution</td>
<td>All other times.</td>
</tr>
</tbody>
</table>

2. FILING DETAILS

Filings must include the documentation noted below. Acceptable formats include: PDF, MP3, WAV, and MP4. Color copies are required for visual communications.

<table>
<thead>
<tr>
<th>Phone calls</th>
<th>A copy of the script and, if the call is recorded, a copy of the recording.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio communications</td>
<td>A copy of the script and a copy of the audio file.</td>
</tr>
<tr>
<td>Videos</td>
<td>A copy of the script and a color copy of the video file.</td>
</tr>
<tr>
<td>Mailers</td>
<td>A color copy of each version of the mailer (resulting from different languages, different audiences, modified content, etc.).</td>
</tr>
<tr>
<td>Emails</td>
<td>A color copy of the email.</td>
</tr>
<tr>
<td>Electronic Advertisement</td>
<td>A color copy of the ad and a color copy of any information or communication that is viewable by clicking a link in the ad.</td>
</tr>
</tbody>
</table>

Note: The Ethics Commission is merely a repository for campaign communications, which are made available online to other candidates and members of the public. The Ethics Commission may not change, evaluate, or comment on the communication.

101 Charter § 470(j); LAMC § 49.7.37.
102 LAMC § 49.7.32(A).
103 LAMC § 49.7.32(B).
Political activity is any activity directed at the success or failure of any ballot measure or candidate for elective office in a future election, such as endorsing a candidate; engaging in fundraising; developing, displaying, or distributing campaign materials; conducting research; or posting comments on social media or other websites. ¹⁰⁴

Certain political activities may not take place on City time, in City facilities, or with City resources. Some limitations apply specifically to “City officials” (elected City officials and City board members, employees, commissioners, or consultants who are required to file a California Form 700).

A. PROHIBITED POLITICAL ACTIVITY

No one may do either of the following:

1. Solicit contributions from a City official or employee to support or oppose a City candidate. ¹⁰⁵

2. Solicit, receive, deliver, or attempt to deliver a contribution in a room or building that is owned by the City or a room or building that is paid for and used by the City and occupied by a City employee in the discharge of City duties. ¹⁰⁶

- This prohibition does not apply to a City room or building that is available to the public for organized campaign activities. ¹⁰⁷

- This prohibition does not apply to a contribution received by mail, if it is forwarded to the campaign within seven days. ¹⁰⁸

¹⁰⁴ LAMC § 49.5.2(H).
¹⁰⁵ LAMC § 49.7.11(B)(1).
¹⁰⁶ LAMC § 49.7.11(B)(2).
¹⁰⁷ LAMC § 49.5.5 (B)(3).
¹⁰⁸ LAMC § 49.7.11(B)(2)(b).

Note: This prohibition does not apply when a person unknowingly solicits a group of people that includes City officials or employees as long as they do not make up more than five percent of the total number of people in that solicitation.
B. LIMITATIONS ON CITY OFFICIALS AND EMPLOYEES

1. CITY OFFICIALS AND EMPLOYEES

In addition to the prohibitions in Section A, City officials may not engage in political activity in the following situations:

a. While on duty for the City.\textsuperscript{109}

b. In a manner that implies the individual is speaking on behalf of the City or communicating a City position (e.g., wearing a City uniform, wearing City insignia, using a City title, etc.).\textsuperscript{110}

c. Using City resources (e.g., equipment, vehicles, supplies, mailing lists, email, electronic data, etc.).\textsuperscript{111}

City officials and employees (other than members of the Ethics Commission) may do the following:

- Endorse a candidate, if it is clear that they are not speaking on behalf of the City.
- Perform volunteer or paid campaign work (with prior approval for outside employment), if they do not use City resources or time.
- Make political contributions, subject to applicable limits.

2. CITY COMMISSIONERS AND HEADS OF DEPARTMENTS

In addition to the prohibitions above, City commissioners who are required to file a Form 700 and heads of City departments may not do the following:

a. Solicit, direct, or receive a contribution from a person who has had a City matter pending before them in the preceding 12 months.\textsuperscript{112}

They may be disqualified from participating in a matter if they are running for City office and have received more than $250 in campaign contributions from a person interested in the matter.\textsuperscript{113}

\textsuperscript{109} LAMC § 49.5.5(B)(1).
\textsuperscript{110} LAMC § 49.5.5(B)(2).
\textsuperscript{111} LAMC § 49.5.5(B)(4).
\textsuperscript{112} LAMC § 49.7.11(C)(1).
\textsuperscript{113} Cal. Gov't Code § 84308.
b. Do any of the following on behalf of a City candidate (other than themselves)\textsuperscript{114}:

- Ask another person to make a contribution.
- Deliver a contribution for another person.
- Act as an agent or intermediary in the making of a contribution.
- Invite a person to a fundraising event.
- Provide names to be used for invitations to a fundraising event.
- Provide the use of their homes or businesses for fundraising events.
- Pay for at least 20 percent of the costs of a fundraising event.
- Hire someone to conduct a fundraising event.
- Allow their names, signatures, or official titles to appear on a solicitation for contributions or invitation to a fundraising event.

\textsuperscript{114} LAMC §§ 49.7.11(A)(2), (C)(2).
Even after an election is over, you continue to have responsibilities and legal obligations.

A. FUNDRAISING AND EXPENDITURES

1. FUNDRAISING

   You may receive contributions up to 12 months after the date of the general election.\(^{115}\)

   a. Contribution limits continue to apply.

   b. Contributions solicited or received after the election may only be used to retire campaign debt incurred for that election or paying campaign compliance, fundraising, or inauguration expenses for that election.\(^{116}\)

2. EXPENDITURE CEILING

   The expenditure ceiling continues to apply for matching funds participants (unless the Ethics Commission has notified you that they have been lifted). Restrictions on repaying personal loans apply after an election. Please see Chapter 5 for more information on both the expenditure ceiling and personal loans.

B. ADVANCING TO THE GENERAL ELECTION

If you advance to the general election, you must take the following steps:

1. FILE A NEW FORM 12 FOR YOUR GENERAL COMMITTEE

   The Form 12 you filed for the primary election is automatically void after the primary election occurs.\(^{117}\)

\(^{115}\) LAMC § 49.7.10(C).
\(^{116}\) LAMC § 49.7.10(C).
\(^{117}\) Charter § 470(c)(1).
2. **FILE A NEW FORM 16 FOR YOUR GENERAL COMMITTEE**

   The new Form 16 must be filed concurrently with the new Form 12.

3. **FORM A NEW COMMITTEE FOR THE GENERAL ELECTION**
   
a. File a California Form 410. The original plus one copy must be filed with the Secretary of State's office, and a copy must be filed 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 committee. However, you may not use your primary committee or its funds for the general election.

4. **OPEN A NEW CHECKING ACCOUNT FOR YOUR GENERAL COMMITTEE**

   **You may not transfer funds between your primary election committee and your general election committee.**

   a. Include the new checking account information on the Form 410 for your general committee. If you do not have a new checking account when you file your original Form 410, you must amend it to include the bank information within ten days of when you have it.
   
b. File a Form 14 with the Ethics Commission within 10 calendar days of opening the checking account for your general election committee. You do not have to close your primary election checking account. However, you are responsible for maintaining adequate documentation to show that expenditures for the primary election are made from the primary checking account and expenditures for the general election are made from the general checking account.

5. **FILE REQUIRED CAMPAIGN DISCLOSURE STATEMENTS**

   These statements must be filed for all of your controlled committees (e.g., primary committee, general committee, state committees, etc.).
C. CANDIDATES ELECTED TO OFFICE

1. REMAINING CAMPAIGN FUNDS

Campaign funds remaining in your campaign checking account (excluding surplus matching funds) may be used as follows:

• Retire campaign debt for the election.
• Pay compliance, fundraising, or inauguration expenses for the campaign.
• Return contributions to contributors.

You may not repay yourself more than the following amounts:

<table>
<thead>
<tr>
<th>Office Type</th>
<th>Maximum Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Council</td>
<td>$37,000</td>
</tr>
<tr>
<td>Citywide</td>
<td>$148,100</td>
</tr>
</tbody>
</table>

2. OFFICEHOLDER COMMITTEES

A candidate who is elected to office may use an officeholder committee to pay for expenses related to the duties of holding elected office, such as assisting constituents.\(^{118}\) An officeholder committee may accept contributions similar to a campaign committee, but officeholder funds may be used only for expenditures associated with holding office and are limited to specific types of expenditures, such as office equipment and community outreach.\(^{119}\) Fundraising for and expenditures by an officeholder committee may begin once the City Clerk transmits the certified election results to the City Council, but not longer than two months prior to the date the elected candidate will take office. You may establish an officeholder committee at any other time when the Ethics Commission provides written approval.

If you elect to have an officeholder committee, you must redesignate your City campaign committee for that purpose. If you have both a primary and general committee, you must choose one to redesignate as your officeholder committee. The campaign committee’s California Form 410 must be amended with a new name, so that it is clear that the committee is to be used for officeholder purposes. You are responsible for maintaining separate account records for campaign and officeholder purposes once the officeholder committee is created. If you redesignate a campaign committee with outstanding debt, you must file

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\(^{118}\) LAMC §§ 49.7.2(H), 49.7.19(A), (D).
\(^{119}\) LAMC § 49.7.19(D).

Example: You are elected to City Council and decide to open an officeholder account by redesignating your general election committee. Your general election committee has outstanding debt for printing services, which carries over to your officeholder account upon redesignation. After taking office, you incur various expenses for office equipment and also pay down the existing debt for printing services from your general election campaign. You must file two Form 460s for your officeholder committee: one for your office equipment and one for your campaign debt.
separate Form 460s for officeholder activity and activity related to retiring your campaign debt.

Certain amounts of campaign funds may be transferred to your officeholder committee after campaign debts are retired and surplus matching funds are returned.\textsuperscript{120} The maximum transfer may not exceed $111,000 during a fiscal year for City Council members or $178,000 for Citywide officeholders.\textsuperscript{121} Similarly, the total outstanding balance of your officeholder committee may not exceed $111,000 during a fiscal year.\textsuperscript{122} Note that, unlike campaign contributions, these limits apply per fiscal year (July 1 to June 30).

\section*{D. TERMINATING YOUR COMMITTEE}

Your campaign committee may be terminated after an election once you have done all of the following\textsuperscript{123}:

\subsection*{1. RETURN SURPLUS MATCHING FUNDS}

Surplus matching funds must be returned to the Public Matching Funds Trust Fund within 90 days after the election or 15 days after the date of a written notice from the Ethics Commission.\textsuperscript{124}

\subsection*{2. ZERO OUT YOUR COMMITTEE'S CASH BALANCE}

Your committee must have a zero ending cash balance on its final California Form 460 ("Recipient Committee Campaign Statement").

a. Dispose of remaining campaign funds in one of the following ways:

- Retire campaign debt for the election.
- Pay compliance, fundraising, or inauguration expenses for the campaign.
- Donate to a 501(c)(3) organization or the City's general fund.
- Return contributions to contributors.

b. Stop receiving contributions and making expenditures.

\begin{footnotesize}
\begin{itemize}
\item \textsuperscript{120} LAMC § 49.7.19(H)(3).
\item \textsuperscript{121} LAMC § 49.7.19(G)(2).
\item \textsuperscript{122} LAMC § 49.7.19(G)(3).
\item \textsuperscript{123} Cal. Gov't Code § 84214; 2 CCR § 18404.
\item \textsuperscript{124} LAAC §§ 24.36(b), (c).
\end{itemize}
\end{footnotesize}
c. Eliminate all your debts or 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.

3. FILE THE FOLLOWING DOCUMENTS

a. All required campaign statements disclosing all reportable transactions, including the disposition of funds.

b. Terminating Form 410.
   • File the original and one copy with the Secretary of State.
   • File a copy with the Ethics Commission.

c. Terminating Form 460. The original must be filed with the Ethics Commission.

You are required to file all applicable campaign statements until your committee is terminated.
The Ethics Commission is required to conduct audits of campaign committees to ensure that campaign activity complies with state and City laws and is accurately disclosed to the public. If you raise or spend at least $100,000, or if you receive matching funds, your campaign committee will be audited. All other committees that you control during the election cycle may also be audited.

A. THE AUDIT PROCESS

Audits are conducted after the election is over and cannot begin until the filing deadline for the first post-election campaign statement has passed. During the audit process, the Ethics Commission will review your campaign committee’s accounting and documentation. An audit guide will be provided to your committee well in advance of the audit, so that you can familiarize yourself with the audit process. Taking the time to review the guide will help you more fully understand your record retention obligations. The Record Retention List in Appendix C is also a helpful resource.

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.

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

B. YOUR RESPONSIBILITIES

You must maintain detailed accounts, records, bills, and receipts necessary to prepare your campaign statements. It is your responsibility to make sure that you obtain, at a minimum, all of the documentation specified in the Key Filings Checklist in Appendix A.

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. Please refer to the Record Retention List in Appendix C for more information.

125 Charter § 702(d).
126 LAAC § 24.41(A).
127 Charter § 470(i).
A person who fails to comply with the campaign finance laws is subject to a variety of potential penalties. Likewise, a person who aids or abets another person in a violation of a City campaign finance law is also subject to administrative enforcement.128

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:

- Filings required by City law are subject to late fees of $25 per day, up to $500 per filing.129
- Filings required by state law are subject to late fees of $10 per day, up to $100 per filing.130

B. ADMINISTRATIVE PENALTIES

The Ethics Commission is required to conduct investigations and enforce against violations of the campaign finance laws.131 When the Ethics Commission determines that a violation has occurred, it may issue an order to do one or more of the following:

- Cease and desist from the violation.
- File required documents or information.
- 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.

C. AIDING AND ABETTING

A person who aids and abets another in a violation of the City’s campaign finance laws may also be held accountable through administrative enforcement, civil actions, and criminal misdemeanor charges.132

128 Charter § 706.
129 LAMC § 49.7.40.
130 Cal. Gov’t Code § 91013.
131 Charter § 706.
132 Charter § 470(o); LAMC §§ 49.7.39(A)–(B).
D. WHISTLEBLOWER PROGRAM

The Ethics Commission is required to maintain a whistleblower hotline where you may report possible violations of the law. A complaint may be made anonymously, but it is helpful to include your contact information and as much relevant information as possible.

<table>
<thead>
<tr>
<th>Whistleblower Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>(800) 824-4825</td>
</tr>
<tr>
<td>ethics.lacity.org/enforcement/#reportaviolation</td>
</tr>
</tbody>
</table>

City law imposes strict confidentiality requirements on the investigative process, and the Ethics Commission cannot comment on the existence or nonexistence of an investigation.

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133 Charter § 702(g).
134 Charter § 706(a)(2); LAAC §§ 24.23(a)(4), 24.29(c).
## A. Key Filings Checklist

<table>
<thead>
<tr>
<th>Form</th>
<th>When To File</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Candidate Intention Statement</strong> Form 501</td>
<td>Before soliciting or receiving contributions or making expenditures.</td>
</tr>
<tr>
<td><strong>Declaration of Intent to Solicit or Receive Contributions</strong> Form 12</td>
<td>Before soliciting or receiving contributions.</td>
</tr>
<tr>
<td><strong>Statement of Understanding</strong> Form 13</td>
<td>Concurrently with Form 12.</td>
</tr>
<tr>
<td><strong>Notification of Other Controlled Committees</strong> Form 16</td>
<td>Concurrently with Form 12.</td>
</tr>
<tr>
<td><strong>Committee Contact Information</strong> Form 17</td>
<td>Concurrently with Form 12 and within 10 calendar days of a change in information.</td>
</tr>
<tr>
<td><strong>Statement of Organization</strong> Form 410</td>
<td>Within 10 calendar days of the day your committee receives or spends (or anticipates receiving or spending) $2,000 or more in a calendar year.</td>
</tr>
<tr>
<td><strong>Controlled Committee Bank Account Information</strong> Form 14</td>
<td>Within 10 calendar days of opening a campaign checking account.</td>
</tr>
<tr>
<td><strong>Statement of Acceptance or Rejection of Matching Funds</strong> Form 20</td>
<td>By the end of candidate filing week.</td>
</tr>
<tr>
<td><strong>Statement of Economic Interests</strong> Form 700</td>
<td>By the end of candidate filing week.</td>
</tr>
<tr>
<td><strong>Statement of City-related Business</strong> Form 44</td>
<td>Within 10 calendar days of conducting certain transactions with the City that affect your personal finances (once you are qualified for the ballot or as a write-in candidate).</td>
</tr>
<tr>
<td><strong>Recipient Committee Campaign Statement</strong> Form 460 or 470</td>
<td>By scheduled filing deadlines throughout your campaign. See Chapter Two for specific dates.</td>
</tr>
<tr>
<td><strong>24-hour Contribution Report</strong> Form 497</td>
<td>Within 24 hours after receiving a monetary contribution of $1,000 or more from a single source during the 90 days immediately preceding the date of the election. Within 48 hours after receiving a non-monetary contribution valued at $1,000 or more from a single source during the 90 days immediately preceding the date of the election.</td>
</tr>
</tbody>
</table>
## B. Campaign Forms

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Declaration of Intent to Solicit and Receive Contributions</td>
</tr>
<tr>
<td>13</td>
<td>Statement of Understanding</td>
</tr>
<tr>
<td>14</td>
<td>Committee Bank Account Information</td>
</tr>
<tr>
<td>15</td>
<td>Cancellation of Declaration of Intent to Solicit and Receive Contributions</td>
</tr>
<tr>
<td>16</td>
<td>Notice of Other Controlled Committees</td>
</tr>
<tr>
<td>17</td>
<td>Committee Contact Information</td>
</tr>
<tr>
<td>18</td>
<td>Application for CEFS ID</td>
</tr>
<tr>
<td>20</td>
<td>Acceptance or Rejection of Matching Funds</td>
</tr>
<tr>
<td>22</td>
<td>Matching Funds Request for Qualification or Claim for Payment</td>
</tr>
<tr>
<td>44</td>
<td>Statement of City-related Business</td>
</tr>
<tr>
<td>410</td>
<td>Statement of Organization</td>
</tr>
<tr>
<td>450</td>
<td>Recipient Committee Campaign Statement - Short Form</td>
</tr>
<tr>
<td>460</td>
<td>Recipient Committee Campaign Statement</td>
</tr>
<tr>
<td>470</td>
<td>Officeholder and Candidate Campaign Statement - Short Form</td>
</tr>
<tr>
<td>497</td>
<td>24-Hour/10-Day Contribution Report</td>
</tr>
<tr>
<td>501</td>
<td>Candidate Intention Statement</td>
</tr>
<tr>
<td>511</td>
<td>Paid Spokesperson Report</td>
</tr>
<tr>
<td>700</td>
<td>Statement of Economic Interests</td>
</tr>
</tbody>
</table>

All forms are available online at [ethics.lacity.org/forms](http://ethics.lacity.org/forms).

All forms filed with the Ethics Commission are public records.
## C. Record Retention List

### Important Information and Documents

1. Contributor information, including the name, address/city/zip code (for matching funds purposes, this must be the contributor's residence address), job title, employer (if self-employed, the name of the business), date of contribution, amount of contribution, and cumulative amount of all contributions from that contributor.

2. Contributor certifications for all contributions.

3. Photocopies of contribution checks and credit card transaction receipts.

4. Documentation of whether each contribution results from fundraising activity by a lobbying entity.

5. Copies of deposit receipts and deposit slips attached to the associated checks.

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

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

8. Sample contributor card and website contribution page with disclaimers.

9. Color originals of all campaign communications and records to document the date of distribution, total number of pieces distributed, method of distribution, and filing with the Ethics Commission.

10. Copies of campaign scripts, recordings, and print ads.

11. Copies of notifications sent by your campaign to the Ethics Commission.

12. Documentation—such as canceled checks, invoices, receipts, bills, and contracts—for all campaign expenditures, including documentation of all sub-vendor activity.

13. Documentation of loans, including written agreements, lender names, amounts lent, due dates, and interest rates.

14. Documentation from contributors showing that certain contributions do not require aggregation, such as the *Aggregate Contribution Verification Form*, written statements from individuals authorized to speak on behalf of the contributor, or publication materials showing ownership or control of a business entity.

15. Contracts, including those for goods, services, rentals, leases, and personal loans.

16. Original invoice/receipt for each credit card transaction.

17. Original invoice/receipt for each payment made by a campaign consultant.
Please see the sample Contributor Certification forms on the following pages.
For use only through the 2022 primary election.

**Contributor Certification (Required)**

<table>
<thead>
<tr>
<th>Complete this portion if the contribution is from an INDIVIDUAL</th>
<th>I certify that this contribution is from my personal funds.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Residence Address:</td>
<td>Street / Unit # (no PO boxes)</td>
</tr>
<tr>
<td>Job Title:</td>
<td></td>
</tr>
<tr>
<td>Employer / Name of Company:</td>
<td></td>
</tr>
</tbody>
</table>

Your residence address is required for the candidate to receive a match of public funds. You may provide a different contact address instead, but it cannot be matched.

<table>
<thead>
<tr>
<th>Complete this portion if the contribution is from a BUSINESS</th>
<th>I certify that this contribution is from business funds.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Name:</td>
<td></td>
</tr>
<tr>
<td>Business Address:</td>
<td>Street / Unit # (no PO boxes)</td>
</tr>
</tbody>
</table>

I certify the following:

- This contribution is not being made under a false name, is not being made under another person’s name, has not been reimbursed, and will not be reimbursed.
- This contribution does not cause me to exceed my contribution limit of $XXX. I understand that all contributions I make to this candidate or committee must be cumulated. I understand that a contribution from another individual or entity whose contribution activity I control, such as a business that I own or control, must be aggregated with this contribution, and both contributions will be treated as a single contribution from me.
- I am a United States citizen or a lawfully admitted permanent resident (i.e., green card holder).
- I am not a lobbyist or lobbying firm that is prohibited from contributing under Los Angeles City Charter § 470(c)(11).
- I am not a bidder, sub-contractor, principal, or underwriting firm that is prohibited from contributing under Los Angeles City Charter § 470(c)(12) or 609(e).

I certify under penalty of perjury under the laws of the City of Los Angeles and the state of California that all of the information in this contributor certification is true and correct.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Title (if signing for a business)</td>
</tr>
</tbody>
</table>

Contribution amount:  
- [$800]  
- [$500]  
- [$250]  
- [$100]  
- Other: $________

Contribution type:  
- [ ] Cash ($30 maximum)  
- [ ] Check made payable to [committee name]  
- [ ] Credit card:  
  - Name on Card:  
  - Exp. Date:  
  - Card Number:  
  - Security Code:  
  - Billing Address:  
  - Email:  
  - Phone:  

[A disclaimer may be necessary if this qualifies as a campaign communication.]
For use only through the 2022 primary election.

**Contributor Certification (Required)**

<table>
<thead>
<tr>
<th>Complete this portion if the contribution is from an</th>
<th>Complete this portion if the contribution is from a</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INDIVIDUAL</strong></td>
<td><strong>BUSINESS</strong></td>
</tr>
<tr>
<td>I certify that this contribution is from my personal funds.</td>
<td>I certify that this contribution is from business funds.</td>
</tr>
<tr>
<td>Name:</td>
<td>Business Name:</td>
</tr>
<tr>
<td>Residence Address:</td>
<td>Business Address:</td>
</tr>
<tr>
<td>Street / Unit # (no PO boxes)</td>
<td>Street / Unit # (no PO boxes)</td>
</tr>
<tr>
<td>City State Zip Code</td>
<td>City State Zip Code</td>
</tr>
<tr>
<td>Job Title:</td>
<td></td>
</tr>
<tr>
<td>Employer / Name of Company:</td>
<td></td>
</tr>
<tr>
<td><strong>Your residence address is required for the candidate to receive a</strong></td>
<td></td>
</tr>
<tr>
<td><strong>match of public funds. You may provide a different contact address</strong></td>
<td></td>
</tr>
<tr>
<td><strong>instead, but it cannot be matched.</strong></td>
<td></td>
</tr>
<tr>
<td>Contact Address:</td>
<td></td>
</tr>
<tr>
<td>Street / Unit # (no PO boxes)</td>
<td></td>
</tr>
<tr>
<td>City State Zip Code</td>
<td></td>
</tr>
</tbody>
</table>

I certify the following:

- This contribution is not being made under a false name, is not being made under another person’s name, has not been reimbursed, and will not be reimbursed.
- This contribution does not cause me to exceed my contribution limit of $XXX. I understand that all contributions I make to this candidate or committee must be cumulated. I understand that a contribution from another individual or entity whose contribution activity I control, such as a business that I own or control, must be aggregated with this contribution, and both contributions will be treated as a single contribution from me.
- I am a United States citizen or a lawfully admitted permanent resident (i.e., green card holder).
- I am not a lobbyist or lobbying firm that is prohibited from contributing under Los Angeles City Charter § 470(c)(11).
- I am not a bidder, sub-contractor, principal, or underwriting firm that is prohibited from contributing under Los Angeles City Charter § 470(c)(12) or 609(e).

I certify under penalty of perjury under the laws of the City of Los Angeles and the state of California that all of the information in this contributor certification is true and correct.

Name ___________________________ Date ___________________________

Signature ___________________________ Title (if signing for a business) ________________

Contribution amount: [ ] $800 [ ] $500 [ ] $250 [ ] $100 [ ] Other: $________

Contribution type: [ ] Cash ($30 maximum) [ ] Check made payable to [committee name] [ ] Credit card:

Name on Card: ___________________________ Exp. Date: ___________________________

Card Number: ___________________________ Security Code: ___________________________

Billing Address: ___________________________

Email: ___________________________ Phone: ___________________________

[A disclaimer may be necessary if this qualifies as a campaign communication.]
**Contributor Certification (Required)**

**I certify that I am an individual, and this contribution is from my personal funds.**

| Name: | 
| Residence Address: | Street / Unit # (no PO boxes) | City | State | Zip Code |
| Job Title: | 
| Employer / Name of Company: | 

Your residence address is required for the candidate to receive a match of public funds. You may provide a different contact address instead, but it cannot be matched.

| Contact Address: | Street / Unit # (no PO boxes) | City | State | Zip Code |

**I certify that I am a business, and this contribution is from my business funds.**

| Business Name: | 
| Business Address: | Street / Unit # (no PO boxes) | City | State | Zip Code |

I certify the following:

- This contribution is not being made under a false name, is not being made under another person’s name, has not been reimbursed, and will not be reimbursed.
- This contribution does not cause me to exceed my contribution limit of $XXX. I understand that all contributions I make to this candidate or committee must be cumulated. I understand that a contribution from another individual or entity whose contribution activity I control, such as a business that I own or control, must be aggregated with this contribution, and both contributions will be treated as a single contribution from me.
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<table>
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<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Title (if signing for a business)</td>
</tr>
</tbody>
</table>

Contribution amount: □ $800 □ $500 □ $250 □ $100 □ Other: $ ______

Contribution type: □ Cash ($30 maximum) □ Check made payable to [committee name] □ Credit card:

| Name on Card: | Exp. Date: |
| Card Number: | Security Code: |
| Billing Address: | 

Email: __________________________ Phone: __________________________

[A disclaimer may be necessary if this qualifies as a campaign communication.]
E. Aggregate Contributor Verification Form

Please see the sample Aggregate Contributor Verification Form on the following pages.
City law limits the amount that a single person may give to a single candidate for City and Los Angeles Unified School District Board of Education office. See Los Angeles City Charter §§ 470(c)(3)–(4), 803(b)(3), 803(c); Los Angeles Municipal Code § 49.7.3. To safeguard these limits, contributions made by two persons must be aggregated and treated as a contribution from a single person when one of the persons exerts a certain level of control over the other. Los Angeles Municipal Code § 49.7.4.

Candidate Name:  
Committee Name & ID:  

This verification addresses the following contributions:

<table>
<thead>
<tr>
<th>Contributor Name</th>
<th>Date of Contribution</th>
<th>Amount of Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Please explain the nature of the relationship between Contributor A and Contributor B:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

2. Please identify all other persons who controlled or participated in either contributor’s decision to make the contributions:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

3. Please select one of the following boxes:

☐  Contributor A and Contributor B were related as follows at the time the contributions were made (check all that apply):

___ One of the contributors controlled the other’s contribution activity.

___ One of the contributors is a sole proprietorship owned by the other contributor.

___ One of the contributors is a business entity (partnership, corporation, LLC, etc.) in which the other contributor owned an investment interest of 50% or more or held a majority of the voting rights.

(continued)
The contributors are a sponsored committee and its sponsoring organization.

The contributors are business entities, and the same individuals make up a majority of both entities’ boards of directors or officers.

The contributors are business entities, and the same individuals hold a majority of the ownership or voting rights in both entities.

The contributors are business entities in a parent-subsidiary relationship, and at least one of them is not publicly traded.

One of the contributors is a business entity, and the other contributor is an individual who is personally prohibited from making a contribution, participated in the entity’s decision to make the contribution, and owns an investment interests of at least 20% in the entity.

One of the contributors is a committee, and the other contributor is an individual who is personally prohibited from making a contribution, participated in the committee’s decision to make the contribution, and provided at least 20% of the committee’s funding (either alone or in conjunction with other prohibited individuals).

☐ Contributor A and Contributor B were not related as defined in Los Angeles Municipal Code § 49.7.4 at the time the contributions were made.

I declare under penalty of perjury under the laws of the City of Los Angeles and the state of California that the statements in this document are true and complete.

Date: _________________  Signature: ________________________________

Name (printed): ________________________________

Title / Position: ________________________________

I am:

☐ Contributor A or Contributor A’s representative
☐ Contributor B or Contributor B’s representative