

News for You!

Information for Filing Officers & Filing Officials
January 2018



Form 700 • Campaigns • Resources

Form 700 Filing Officers

We are excited to announce that our new [Form 700 videos](http://www.fppc.ca.gov/learn/training-and-outreach/form-700-filers.html) are now posted to FPPC's website for your filers (and for you)! Our *Need to Know* introductory module explains to filers the relationship between your agency's conflict of interest code and the Form 700. The video also discusses how filers become "designated" as Form 700 filers, and what a filing officer's role in the process should be. In addition to *Need to Know*, we have also posted modules for the Cover Page and all six schedules of the Form 700. We hope that you will tell your filers about the videos. Our goal is to give them another avenue to find answers for Form 700 questions which will hopefully lighten your load. You can access the videos and print the slides at <http://www.fppc.ca.gov/learn/training-and-outreach/form-700-filers.html>.

Just a few reminders about the Form 700 as we start the annual filing season...

Annual statements for most filers are due no later than **Monday, April 2** this year. (Legislators' and judges' statements are due no later than March 1.) Please send your reminders to filers at least 30 days before the due date. For those of you lucky enough to have e-filing, your work is done for you -- the system will generate e-mail reminders to filers.

Speaking of e-filing, if your filers are having problems with your e-filing system, please let them know who provides **technical support at your agency**. Unfortunately, no one at FPPC can help filers solve technical problems related to your system. If your filers are having problems using FPPC's e-filing system, please encourage them to send an e-mail to form700@fppc.ca.gov. Typically, an e-mail to the Form 700 mailbox gets a faster response than a phone call which might be sent to voice mail.

Remember, our Advice team can answer questions about what a filer must include on his or her statement, but only if we know what disclosure responsibilities have been assigned to a filer's position. To that end, please provide a copy of your agency's **conflict of interest code to filers**, or better yet, post it to your website. If filers don't have it when they call us, we must send them back to you – something you probably want to avoid!

News for You!

January 2018

p. 2



Campaign Filing Officers

Semi-annual campaign reports are due no later than **Wednesday, January 31**. All qualified candidates and committees must file the Form 460 by this date. The report covers the period from the ending date of the committee's last campaign report through December 31, 2017.

AB249 was passed in 2017 and we are working to update our manuals and other campaign documentation to reflect the changes required by law. Important changes are now in place for campaign advertisements. Please direct committees to our [Advertising Comparison Chart](#) for more information on how new requirements for campaign communications differ from old requirements.

As previously announced, our [Candidate Toolkit](#) has been re-designed to make it easier for candidates and treasurers to use. We have supplemented the Toolkit with two printable, single-page fact sheets -- Fast Facts for [Campaign Basics](#) and [Terminating Your Committee](#). These can be found on the Toolkit's *Getting Started* and *After the Election* tabs, respectively. We hope that you will send your campaign customers to the Toolkit when they want to open committees, file disclosure reports, distribute campaign communications, and terminate committees. Our new and improved Toolkit is on the Campaign Rules page at <http://www.fppc.ca.gov/learn/campaign-rules/candidate-toolkit-getting-started.html>.

And...

Thank you! You are our boots on the ground and we appreciate all that you do to keep everyone informed and in compliance. Please contact us with any questions, and let us know if there's anything we can do to help you help everyone else.

Resources

What's New

<http://www.fppc.ca.gov/learn/whats-new.html>

Form 700 Filing Officers

- Web page <http://www.fppc.ca.gov/learn/guidance-for-filing-officers-/form-700-filing-officer-duties.html>
- Form 700 page <http://www.fppc.ca.gov/Form700.html>
- E-Filing technical assistance form700@fppc.ca.gov

Campaign Filing Officers

- Web page <http://www.fppc.ca.gov/learn/guidance-for-filing-officers-/guidance-for-filing-officers.html>



News for You!

January 2018

p. 3



- Campaign Rules page <http://www.fppc.ca.gov/learn/campaign-rules.html>

Resources (cont'd.)

Advice

- advice@fppc.ca.gov
- 1-866-275-3772 (Mon-Thurs, 9-11:30 am)

Training

- Filing Officer Training (also includes link to on-demand video for filing officers)
<http://www.fppc.ca.gov/learn/training-and-outreach/filing-officers.html>
- Workshop Request Form
<http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Training-and-Outreach/FPPC%20Seminar%20Request%20--%20Final.pdf>
- Upcoming Training
<http://www.fppc.ca.gov/learn/training-and-outreach/upcoming-training-opportunities.html>
- Filer Training
<http://www.fppc.ca.gov/learn/training-and-outreach.html>