



Avoiding Common Campaign Filing Errors and Mishaps

Pre-election Filing Deadline: September 29, 2022

The first pre-election filing deadline for the November election is September 29. All candidates on the November ballot must file. Candidates raising or spending \$2,000 or more file their campaign statements on FPPC Form 460. Candidates intending to keep their campaign under \$2,000 must file FPPC Form 470. Ballot measure committees and other recipient committees with fundraising or spending activity connected with the November ballot must also file for the pre-election deadline.

For many 2022 campaigns, this is your first time preparing a campaign statement and first time using the NetFile system. We've compiled some tips to help you avoid common oversights and mistakes that can lead to problems filing your statement on time or require an amendment.

Online filing requirement

When campaign activity reaches \$2,000 or more, committees must file campaign statements through the City of Oakland's free Electronic Filing System. Before you can file a campaign statement or report, you must register your committee with the Public Ethics Commission by submitting OCRA Form 300 along with a copy of the committee's Statement of Organization (Form 410). Visit our [website](#) to find the necessary forms and step-by-step instructions.

Why won't NetFile accept my filing?

One of the most common reasons new filers experience problems completing their filings is failing to enter all the necessary committee information in their NetFile account. You can use the "Committee Set-up Wizard" on your NetFile account home page to check and update your information. The information should match your most current Form 410 - Statement of Organization.

- **Signer Information**

The first and last name of the candidate and treasurer must be entered as they should appear on the signature line of your statement. Statements by candidate-controlled committees must be signed by **both** the candidate and the treasurer. Even if the candidate is acting as committee treasurer, a signature must be entered for both.

- **Statement Information**

When you create your Form 460, be sure to enter the period start and end date correctly, as well as the statement type (for example, "pre-election") and election date. Not entering the period end date or statement type correctly is another common reason filings are rejected.

Statements Missing Required Information

Be sure to include all required information. For example, each contribution or loan of \$100 or more must be itemized and list the date received, amount of the contribution, full name and street address including zip code of the contributor. If the contribution is from an individual, the contributor's

occupation and employer must also be disclosed. If the contributor is self-employed, that fact also must be noted along with the name of their business.

Commission staff review all campaign statements. Filers failing to disclose required information will be required to amend their statements and may be subject to penalties.

Timely public information is crucial – Late penalties enforced

Late filing of campaign disclosure statements denies voters and the public of important information that should be current and readily available. For campaign finance disclosure, timely public information is crucial, as the value of required pre-election disclosure declines significantly after the election. Untimely filings deprive the public of important information in the period close to election time and may also impact the lifting of voluntary campaign spending limits impacting candidates.

Extensions to campaign filing deadlines are not permitted by state law, and late and non-filers are subject to late fees and will be swiftly reported to the Fair Political Practices Commission (FPPC) enforcement division. In addition, the Commission publishes a list of non-filers on its website.

Get the assistance you need

For questions about completing your campaign statement and requirements under the California Political Reform Act, contact the Fair Political Practices Commission (FPPC) by email at advice@fppc.ca.gov or call 1-866-ASK-FPPC (1-866-275-3772).

For NetFile technical assistance, email filerhelp@netfile.com.

For questions about Oakland campaign rules, contact Public Ethics Commission staff by email at ethicscommission@oaklandca.gov or call 510-238-3593.