



**City of
Thornton**

Issue, Political, and Small Donor Committee Guidelines . . .

**. . . a source of general information
about the basic requirements for
issue, political, and small donor
committees.**

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Fair Campaign Practices Act (attached)

Article XXVIII Campaign and Political Finance (attached)

CAMPAIGN REPORTING REQUIREMENTS

GENERAL

The Colorado Constitution Article XXVIII (Article XXVIII) and Colorado Revised Statutes adopt the provisions of the *Fair Campaign Practices Act* (FCPA), Title 1, Article 45. Copies of both documents are attached.

Article XXVIII and the FCPA set forth certain requirements for issue, political, and small donor committees for disclosure with respect to receiving contributions and making expenditures. An issue committee supports or opposes ballot issues or questions. A political committee can support or oppose candidates or make independent expenditures. A small donor committee is a form of political committee that may only accept contributions of \$50 or less per person per calendar year.

Completed samples of the forms referenced below are attached to assist you in completing the requirements of Article XXVIII and FCPA. Two copies of each blank form are also attached; an original and a copy are to be filed with the City Clerk. The attached examples are for an issue committee. Political or small donor committees would need to check the appropriate box on the Committee Registration form.

Electronic versions of the forms are available on the City's website at <http://www.cityofthornton.net/government/city-clerk/Pages/issue-political-guidelines.aspx>. You can also print and complete the forms manually.

REPORTS ARE PUBLIC RECORD

Any report submitted pursuant to Article XXVIII and the FCPA will be made available for public inspection and placed on the City's website the day after reports are due.

No information contained in any campaign report may be sold or used by any person for the purpose of soliciting contributions or for any commercial purpose.

ELECTION SIGNS

Information regarding campaign signs will be provided closer to an election.

CAMPAIGNING AT CITY EVENTS

The City's policy regarding distributing literature at City sponsored events at recreation facilities is provided on page 1-7. This policy pertains to anyone who is interested in distributing information about their business, their cause, candidacy, or political issues.

If you are interested in obtaining a booth for either Thorntonfest in May or Harvest Fest in September, please refer to the following link on the City's website: <http://www.cityofthornton.net/Festivals/Pages/default.aspx>. Booth rental information is generally available three months prior to the event.

IDENTIFICATION OF WRITTEN CAMPAIGN MATERIALS

There are no State or local requirements to identify the sponsor(s) responsible for publication, printing, or distribution of materials.

DOOR-TO-DOOR SOLICITATION

Political solicitations are allowed except at single-family and multifamily residential locations where “**NO SOLICITATION**” or “**NO TRESPASSING**” signs are posted near the entrance to those premises.

CAMPAIGN REPORTING REQUIREMENTS

Please be aware that littering any public highway, street, sidewalk, or public place with advertising material is unlawful.

ISSUE COMMITTEES

The definition of “Issue Committee” contained in Section 2(10) of Article XXVIII states:

“Any person, other than a natural person, or any group of two or more persons, including natural persons:

- (I) That has a major purpose of supporting or opposing any ballot issue or ballot question; or*
- (II) That has accepted or made contributions or expenditures in excess of two hundred dollars to support or oppose any ballot issue or ballot question.*

(b) ‘Issue Committee’ does not include political parties, political committees, small donor committees, or candidate committees as otherwise defined in this section. An issue committee shall be considered open and active until affirmatively closed by such committee or by action of the appropriate authority.”

COMMITTEE REGISTRATION FORM

A committee registration form must be filed within ten calendar days of accepting or making contributions or expenditures in excess of two hundred dollars to support or oppose any ballot issue or ballot question [C.R.S. 1-45-108(3.3)]. Any amendments or changes to the committee registration must be filed with the City Clerk within ten calendar days of the change.

BANK ACCOUNTS

All contributions received by an issue committee must be deposited and maintained in a financial institution in a separate account, the title of which must include the name of the committee.

All records pertaining to the account must be maintained by the committee for 180 days following the election.

CONTRIBUTION LIMITS

There are no contribution limits for issue committees. However, please remember that:

- All contributions must be reported;
- Contributions of \$20 or more must be itemized;
- When a one-time contribution from an individual is \$100 or more, the employer and occupation of the contributor must be disclosed; and
- Contributions or expenditures exceeding \$100 must be made by check, money order, or traceable funds. No candidate committee, political committee, small donor committee, issue committee, or political party can accept a contribution, or make an expenditure, in cash (currency or coin) exceeding \$100 [Article XXVIII Section 3(10)].
- Issue committees cannot knowingly accept contributions from political committees.

EXPENDITURE LIMITS

- There are no expenditure limits for issue committees in municipal elections. However, expenditures and obligations entered into by the committee must be reported. Expenditures or obligations of \$20 or more must be itemized.

CAMPAIGN REPORTING REQUIREMENTS

- ♦ Payments made to petition circulators must be included although names of circulators need not be included (31-11-113 C.R.S.).
- ♦ An expenditure occurs when the actual payment is made or when there is a contractual agreement and the amount is determined (i.e., an obligation is made).
- ♦ Issue committees cannot contribute to political parties, political committees, or candidate committees.
- ♦ Contributions or expenditures exceeding \$100 must be made by check, money order, or traceable funds. No candidate committee, political committee, small donor committee, issue committee, or political party can accept a contribution, or make an expenditure, in cash (currency or coin) exceeding \$100 [Article XXVIII Section 3(10)].

POLITICAL COMMITTEES

The definition of “Political Committee” contained in Section 2(12) of Article XXVIII states:

“Any person, other than a natural person, or any group of two or more persons, including natural persons that have accepted or made contributions or expenditures in excess of \$200 to support or oppose the nomination or election of one or more candidates.

(b) ‘Political Committee’ does not include political parties, issue committees, or candidate committees as otherwise defined in this section.”

COMMITTEE REGISTRATION FORM

A committee registration form must be filed immediately upon raising or spending in excess of \$200 to support or oppose one or more candidates. Any

amendments or changes to the committee registration must be filed with the City Clerk within ten days.

If a political committee is registered with the federal election commission then the committee may file a copy of the registration on file with the commission with the City Clerk [C.R.S. 1-45-108(3.5)].

BANK ACCOUNTS

All contributions received by a political committee must be deposited and maintained in a financial institution in a separate account, the title of which must include the name of the committee.

All records pertaining to the account must be maintained by the committee for 180 days following the election.

CONTRIBUTION LIMITS

There are no contribution limits for municipal political committees. However, please remember that:

- ♦ All contributions must be reported;
- ♦ Contributions of \$20 or more must be itemized [C.R.S. 1-45-108(1)];
- ♦ When a one-time contribution from an individual is \$100 or more, the employer and occupation of the contributor must be disclosed; and
- ♦ Contributions or expenditures exceeding \$100 must be made by check, money order, or traceable funds. No candidate committee, political committee, small donor committee, issue committee, or political party can accept a contribution, or make an expenditure, in cash (currency or coin) exceeding \$100 [Article XXVIII Section 3(10)].

CAMPAIGN REPORTING REQUIREMENTS

PROHIBITED CONTRIBUTORS

Political committees cannot knowingly accept contributions from:

- Issue committees;
- Any natural person who is not a citizen of the United States;
- A foreign government; or
- Any foreign corporation that does not have the authority to transact business in the State of Colorado [Article XXVIII Section 3(12)].

EXPENDITURE LIMITS

- ♦ There are no expenditure limits for political committees in municipal elections. However, expenditures and obligations entered into by the committee must be reported. Expenditures or obligations of \$20 or more must be itemized.
- ♦ An expenditure occurs when the actual payment is made or when there is a contractual agreement and the amount is determined (i.e., an obligation is made).
- ♦ Political committees cannot contribute to issue committees.
- ♦ Contributions or expenditures exceeding \$100 must be made by check, money order, or traceable funds. No candidate committee, political committee, small donor committee, issue committee, or political party can accept a contribution, or make an expenditure, in cash (currency or coin) exceeding \$100 [Article XXVIII Section 3(10)].

SMALL DONOR COMMITTEES

The definition of “Small Donor Committee” contained in Section 2(14) of Article XXVIII states:

“Any political committee that has accepted contributions on from natural persons who each contributed no more than fifty dollars in the aggregate per year. For purposes of this section, dues transferred by a membership organization to a small donor committee sponsored by such organization shall be treated as pro-rata contributions from individual members.”

(b) ‘Small donor committee’ does not include political parties, political committees, issue committees, or candidate committees as otherwise defined in this section.”

COMMITTEE REGISTRATION FORM

A committee registration form must be filed immediately upon raising or spending in excess of \$200 to support or oppose one or more candidates. Any amendments or changes to the committee registration must be filed with the City Clerk within ten days.

BANK ACCOUNTS

All contributions received by a political committee must be deposited and maintained in a financial institution in a separate account, the title of which must include the name of the committee.

All records pertaining to the account must be maintained by the committee for 180 days following the election.

CONTRIBUTION LIMITS

Small donor committees may only accept contributions of \$50 or less per person, per calendar year from natural persons who are U.S. citizens. Also, please remember that:

- ♦ All contributions must be reported;

CAMPAIGN REPORTING REQUIREMENTS

- ♦ Contributions of \$20 or more must be itemized [C.R.S. 1-45-108(1)];
- ♦ When a one-time contribution from an individual is \$100 or more, the employer and occupation of the contributor must be disclosed; and
- ♦ Contributions or expenditures exceeding \$100 must be made by check, money order, or traceable funds. No candidate committee, political committee, small donor committee, issue committee, or political party can accept a contribution, or make an expenditure, in cash (currency or coin) exceeding \$100 [Article XXVIII Section 3(10)].

PROHIBITED CONTRIBUTORS

Small donor committees cannot knowingly accept contributions from any natural person who is not a citizen of the United States.

EXPENDITURE LIMITS

- ♦ There are no expenditure limits for small donor committees in municipal elections. However, expenditures and obligations entered into by the committee must be reported. Expenditures or obligations of \$20 or more must be itemized.
- ♦ An expenditure occurs when the actual payment is made or when there is a contractual agreement and the amount is determined (i.e., an obligation is made).
- ♦ Contributions or expenditures exceeding \$100 must be made by check, money order, or traceable funds. No candidate committee, political committee, small donor committee, issue committee, or political party can accept a contribution, or make an expenditure, in cash (currency or coin) exceeding \$100 [Article XXVIII Section 3(10)].

CAMPAIGN REPORTING

“Candidates in municipal elections, their candidate committees, any political committee in support of or in opposition to such candidate, an issue committee supporting or opposing a municipal ballot issue, and small donor committees making contributions to such candidates shall file with the municipal clerk.” (C.R.S. 1-45-109)

The report shall include the name and address of each person who has made contributions in the amount of \$20 or more; expenditures made; and obligations entered into by the committee.

All reports must be submitted on forms provided by the City Clerk and complete in all respects. The City Clerk’s Office will conduct a thorough review of each report filed. All reports will be accepted on a conditional basis and the registered agent will be notified in writing if any deficiencies are found or if the report is incomplete. Written notice may be provided by mail or electronic mail, if an electronic mail address is on file. The registered agent will have 15 business days from the date of delivery of the notice to file an amended report that cures the deficiencies. Failure to do so could result in a \$50 per day fine.

Reports must include any contributions or expenditures made five days prior to the filing date.

FILING DEADLINES

Reports are to be filed on the **21st** day, the **Friday** before, and **30** days after the election.

The reporting period ends five days prior to the filing date.

CAMPAIGN REPORTING REQUIREMENTS

An Annual Report of Contributions and Expenditures will need to be filed each year after the election if the report does not balance to -0- when the post election statement is filed and the committee has not been terminated.

If the reporting deadline falls on a weekend or legal holiday, the report must be filed by the close of the next business day.

Completed reports may be faxed to the City Clerk's Office at 303-538-7224 as long as the original is mailed within seven days to the following:

Thornton City Clerk's Office
9500 Civic Center Drive
Thornton, CO 80229

Following is a detailed summary of the reporting form with an example attached.

REPORT OF CONTRIBUTIONS AND EXPENDITURES FORM

There are two methods that can be used to complete the reporting forms:

- 1) By filling out the attached paper copies or by printing the blank forms from the City's website and filling them out manually.
- 2) By utilizing the Excel version of the Report of Contributions and Expenditures form which contains formulas that will calculate and carry-over totals from the itemized pages to the appropriate line on either the first or second page of the form, then you can print the form. Cells that will be filled in automatically or perform a calculation have a blue background. Cells have been formatted for entry of dates and dollar amounts. Tab or use the arrow key to move from one cell to

another. **The Excel document may be saved with your information if you "Save As" to a different folder on your computer.**

- 3) For the Adobe PDF version of the Committee Registration form, the fill-and-print form allows you to enter information while the form is in Adobe Reader and then print the completed form. Tab or use your cursor to move from one line to another. **If you have Adobe Acrobat the Adobe document may be saved if you "Save As" to a different folder on your computer. If you only have Adobe Acrobat Reader the information cannot be saved.**

Schedules A through D and Statement of Non-Monetary Contributions contain multiple pages should you need them. Following is a description of each page of this form including basic instructions:

- ♦ **Report of Contributions and Expenditures:** This is the first page of the report. It contains all of the basic information about the committee, the type of report being filed and the reporting period, and a summary of the contributions and expenditures for the reporting period. Only the registered agent may sign the report.
- ♦ **Detailed Summary:** This page is used to gather and calculate data from the other worksheets. This and the first page are where you enter your funds on hand from the previous reporting period, if applicable.
- ♦ **Schedule A - Itemized Contributions:** All monetary contributions of \$20 or more should be reported here.

CAMPAIGN REPORTING REQUIREMENTS

- ♦ **Schedule B – Itemized Expenditures:** All expenditures of \$20 or more should be reported on this form.
- ♦ **Schedule C – Loans:** Each loan from a lending institution received and repaid by the candidate committee needs to be listed on a separate page.
- ♦ **Schedule D – Returned Expenditures & Contributions:** This form should be used to document any contributions or expenditures, or portions that have been returned during the reporting period.
- ♦ **Statement of Non-Monetary Contributions:** The fair market value of all non-monetary gifts or loans of any amount should be reported here.

CAMPAIGN REPORTING REQUIREMENTS

CITY OF THORNTON CITY COUNCIL POLICY ON Sale or Distribution of Materials at City Events Approved July 24, 2012

I. Purpose/Scope

The City conducts many community celebrations and events throughout the year including ward meetings, Thorntonfest, Independence Day, ice cream socials, concerts, Harvest Fest, and WinterFest (the “Events”). Events are to inform and entertain the residents and businesses of Thornton, and build neighborhood pride and a sense of community. The City does not endorse products or services that may be sold at booths inside these Events nor does the City support or oppose any campaign or political literature that may be distributed at booths inside these Events.

The City Council has received comments from the public regarding persons selling products or services, or persons distributing campaign or political materials at the Events that:

- (a) the participants or audience have been interrupted during Events by these activities; and
- (b) the participants or audience desire to preserve the exercise of free speech.

The purpose of this City Council Policy is to establish guidelines for persons selling products or services, or persons distributing campaign or political materials at the Events. Informational materials such as brochures, pamphlets, booklets, guides, etc. distributed by the City to provide information on public services, facilities, programs, etc. are specifically allowed within the Event area. This City Council Policy is intended to guide the City staff in decisions regarding these activities at the Events.

II. Policy

- A. Sales of products or services at City Events. Sales of products or services are only permitted from behind or in front of a booth inside the Event area at Thorntonfest, Independence Day, Harvest Fest, and WinterFest. At all other events, the sale of products or services or the distribution of advertisements for goods or services may only occur at points of ingress and egress to each Event, not inside the Event area that is designated by City staff.
- B. Distribution of campaign or political materials. Distribution of campaign or political materials is only permitted from behind or in front of a booth inside the Event area at Thorntonfest and Harvest Fest. At all other Events,

CAMPAIGN REPORTING REQUIREMENTS

distribution of campaign or political materials may occur only at points of ingress and egress to each Event, not inside the Event area that is designated by City staff.

- C. This policy also applies to the Events that are conducted on property not owned by the City.
- D. Anyone who does not follow this policy will be asked to leave the Event

CHECKLIST OF DOCUMENT FILINGS

CHECKLIST OF DOCUMENT FILINGS

To assist you in keeping track of documents which must be filed with the City Clerk's Office, the following checklist is provided:

ACTION	DATE COMPLETED
Campaign Reports due (21 days before Election)	
Campaign Reports due (Friday before Election)	
Campaign Reports due (30 days after Election)	
Annual Campaign Reports due (if applicable)	

IMPORTANT TELEPHONE NUMBERS

The following telephone numbers are provided to assist you with election and City government related questions.

Election-Related Questions

Nancy Vincent, City Clerk 303-538-7223

Kristen Rosenbaum, Deputy City Clerk 303-538-7309

Sign Code Questions and Complaints Regarding Placement of Election Signs in the Public Right-of-Way

Neighborhood Services 303-538-7517 or
303-538-7600

Voter Registration Questions/Requests for Voter Registration Records

Adams County Elections Office 720-523-6500

General City Government Information

City Clerk's Office 303-538-7230

City Clerk's FAX Number 303-538-7224

GIS Department (to obtain City Ward maps) 303-538-7619

DETAILED SUMMARY

Full Name of Committee/Person:

Citizens in Support of Ballot Question No. 1

Current Reporting Period:

10/7/11

Through

10/23/11

Funds on hand at the beginning of reporting period (Monetary Only):		\$569.00
6	Itemized Contributions \$20 or More [CRS 1-45-108(1)(a)] (Please list on Schedule "A")	\$250.00
7	Total of Non-Itemized Contributions (Contributions of \$19.99 and Less)	\$25.00
8	Loans Received (Please list on Schedule "C")	\$500.00
9	Total of Other Receipts (Interest, Dividends, etc.)	\$30.00
10	Returned Expenditures (from recipient) (Please list on Schedule "D")	\$20.00
11	Total Monetary Contributions (Total of lines 6 through 10)	\$825.00
12	Total Non-Monetary Contributions (From Statement of Non-Monetary Contributions)	\$200.00
13	Total Contributions (Line 11 + line 12)	\$1,025.00
14	Itemized Expenditures \$20 or More [CRS 1-45-108(1)(a)] (Please list on Schedule "B")	\$86.00
15	Total of Non-Itemized Expenditures (Expenditures of \$19.99 and less)	\$10.00
16	Loan Repayments Made (Please list on Schedule "C")	\$35.00
17	Returned Contributions (To Donor) (Please list on Schedule "D")	\$25.00
18	Total Coordinated Non-Monetary Expenditures (Candidate/Candidate Committee & Political Parties only)	\$25.00
19	Total Monetary Expenditures (Total of lines 14 through 17)	\$156.00
20	Total Monetary Expenditures (Line 18 + Line 19)	\$181.00

Schedule A - Itemized Contributions Statement (\$20 or more)

[C.R.S. 1-45-108 (1) (a)]

Full Name of Committee/Person: Citizens in Support of Ballot Question No. 1

Reporting Period Covered:

10/7/11

date

Through

10/23/11

date

WARNING: Please read the instruction page for Schedule "A" before completing!

Total Itemized Contributions: \$ 250.00

PLEASE PRINT/TYPE

1 <u>Date Accepted</u> 10/12/2011	4 Name (Last, First): Manning, Fred
2 <u>Contribution Amount</u> \$ 50.00	5 Address: 500 Main Street
3 <u>Aggregate Amount*</u> \$	6 City/State/Zip: Thornton, CO 80229
	7 Description cash
	8 Employer (if applicable, <u>mandatory</u>): n/a
	9 Occupation (if applicable, <u>mandatory</u>): n/a

1 <u>Date Accepted</u> 10/13/2011	4 Name (Last, First): White, Lee
2 <u>Contribution Amount</u> \$ 25.00	5 Address: 200 Thornton Parkway
3 <u>Aggregate Amount*</u> \$	6 City/State/Zip: Thornton, CO 80229
	7 Description cash
	8 Employer (if applicable, <u>mandatory</u>): n/a
	9 Occupation (if applicable, <u>mandatory</u>): n/a

1 <u>Date Accepted</u> 10/23/2011	4 Name (Last, First): Black, Sandy
2 <u>Contribution Amount</u> \$ 100.00	5 Address: 8500 Pearl Street
3 <u>Aggregate Amount*</u> \$	6 City/State/Zip: Thornton, CO 80229
	7 Description check
	8 Employer (if applicable, <u>mandatory</u>): North Valley Bank
	9 Occupation (if applicable, <u>mandatory</u>): Administrative Assistant

1 <u>Date Accepted</u> 10/13/2011	4 Name (Last, First): White, Lee
2 <u>Contribution Amount</u> \$ 75.00	5 Address: 200 Thornton Parkway
3 <u>Aggregate Amount*</u> \$	6 City/State/Zip: Thornton, CO 80229
	7 Description cash
	8 Employer (if applicable, <u>mandatory</u>): n/a
	9 Occupation (if applicable, <u>mandatory</u>): n/a

* For contribution limits within a committee's election cycle or contribution cycle, please refer to the following Colorado Constitutional cites: Candidate Committee Art. XXVIII, Sec. 2(6); Political Party Art. XXVIII, Sec. 3(3); Political Committee Art. XXVIII, Sec 3(5); Small Donor Committee Art. XXVIII, Sec. 2(14).

Schedule B - Itemized Expenditures Statement (\$20 or more)

[C.R.S. 1-45-108-(1) (a)]

Full Name of Committee/Person: Citizens in Support of Ballot Question No. 1

Reporting Period Covered:

10/7/11

date

Through

10/23/11

date

Total Itemized Expenditures:

86.00

PLEASE PRINT/TYPE

1 <u>Date Expended</u> 10/23/11	4 Name (Last, First): <u>United Sates Postal Service</u>
2 <u>Amount</u> \$ <u>36.00</u>	5 Address: <u>8804 Washington Street</u>
3 <u>Recipient is (optional):</u> <input type="checkbox"/> Committee <input checked="" type="checkbox"/> Non-Committee	6 City/State/Zip: <u>Thornton, CO 80229</u>
	7 Purpose of Expenditure: <u>Postage</u>

1 <u>Date Expended</u> 10/23/11	4 Name (Last, First): <u>Office Max</u>
2 <u>Amount</u> \$ <u>50.00</u>	5 Address: <u>801 East 120th Avenue</u>
3 <u>Recipient is (optional):</u> <input type="checkbox"/> Committee <input checked="" type="checkbox"/> Non-Committee	6 City/State/Zip: <u>Thornton, CO 80241</u>
	7 Purpose of Expenditure: <u>Envelopes and paper</u>

1 <u>Date Expended</u>	4 Name (Last, First): _____
2 <u>Amount</u> \$ _____	5 Address: _____
3 <u>Recipient is (optional):</u> <input type="checkbox"/> Committee <input type="checkbox"/> Non-Committee	6 City/State/Zip: _____
	7 Purpose of Expenditure: _____

1 <u>Date Expended</u>	4 Name (Last, First): _____
2 <u>Amount</u> \$ _____	5 Address: _____
3 <u>Recipient is (optional):</u> <input type="checkbox"/> Committee <input type="checkbox"/> Non-Committee	6 City/State/Zip: _____
	7 Purpose of Expenditure: _____

Schedule C - Loans

Full Name of Committee/Person: Citizens in Support of Ballot Question No. 1

Reporting Period Covered: 10/7/11
date

Through 10/23/11
date

LOANS - Loans Owed by the Committee

(Use a separate schedule for each loan. This form is for line item 8 and 16 of the Detailed Summary Report.)

[No information copied from such reports shall be sold or used by any person for the purpose of soliciting contributions or for any commercial purpose. [Art. XXVIII, Sec. 9(e)] Notwithstanding any other section of this article to the contrary, a candidate's candidate committee may receive a loan from a financial institution organized under state or federal law if the loan bears the usual and customary interest rate, is made on a basis that assures repayment, is evidenced by a written instrument, and is subject to a due date or amortization schedule [Art. XXVIII, Sec. 3(8)]

LOAN SOURCE

Name (Last, First or Institution): ABC Credit Union

Address: 10200 Washington Street

City/State/Zip: Thornton, CO 80229

Original Amount of Loan: \$ 500.00

Interest Rate: 8.00 %

Total of All Loans This Reporting

Period:	\$500.00
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(Place on line 8 of Detailed Summary Report)

Loan Amount Received This Reporting Period:	\$500.00
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Principal Amount Paid This Reporting Period:	\$30.00
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Interest Amount Paid This Reporting Period:	\$5.00
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Amount Repaid This Reporting Period: \$35.00

(Amount Repaid is sum of Principal & Interest entered on Detail Summary)

Total Repayments Made:	\$35.00
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(Sum of Schedule C pages, Place on line 16 of Detailed Summary)

Outstanding Balance: \$465.00

TERMS OF LOAN: 10/13/11

Date Loan Received

4/30/12

Due Date for Final Payment

LIST ALL ENDORSERS OR GUARANTORS OF THIS LOAN

[illegible]

Schedule D – Returned Expenditures & Contributions

Full Name of Committee/Person: Citizens in Support of Ballot Question No. 1

Reporting Period Covered: 10/7/11 Through 10/23/11
date date

Total Returned Contributions: \$ 25.00

Total Returned Expenditures: \$ 20.00

Returned Contributions

(Previously reported on Schedule A – Contributions accepted and then returned to donors)

PLEASE PRINT/TYPE

1 <u>Date Accepted</u> 8/25/11	4 Name (Last, First): Doe, John
2 <u>Date Returned</u> 10/20/11	5 Address: 10003 Grant Street
3 <u>Amount</u> \$ 25.00	6 City/State/Zip: Thornton, CO 80229
	7 Purpose: contribution not needed

1 <u>Date Accepted</u>	4 Name (Last, First):
2 <u>Date Returned</u>	5 Address:
3 <u>Amount</u>	6 City/State/Zip:
\$	7 Purpose:

Returned Expenditures

(Previously reported on Schedule B – Expenditures returned or refunded to the committee)

PLEASE PRINT/TYPE

1 <u>Date Expended</u> 8/26/11	4 Name (Last, First): Black, Joe
2 <u>Date Returned</u> 10/12/11	5 Address: 500 East 102nd Avenue
3 <u>Amount</u> \$ 20.00	6 City/State/Zip: Thornton, CO 80229
	7 Comment (optional): overpaid

1 <u>Date Expended</u>	4 Name (Last, First):
2 <u>Date Returned</u>	5 Address:
3 <u>Amount</u>	6 City/State/Zip:
\$	7 Comment (optional):

Statement of Non-Monetary Contributions

[Art. XXVIII, Sect. 2, (5) (a) (II) (III), Sect. 5, (3)]

[C.R.S. 1-45-108 (1)]

Full Name of Committee/Person: Citizens in Support of Ballot Question No. 1

Reporting Period Covered:

10/7/11

date

Through

10/23/11

date

Total Itemized Expenditures:

\$200.00

PLEASE PRINT/TYPE

1 <u>Date Provided</u> 10/13/11	4 Name (Last, First): Jones, John
2 <u>Fair Market Value</u> \$200.00	5 Address: 200 Thornton Parkway
3 <u>Aggregate Amount</u>	6 City/State/Zip: Thornton, CO 80229
	7 Description: used desk and chair
	8 Employer (if applicable, <u>mandatory</u>): Office Max
	9 Occupation (if applicable, <u>mandatory</u>): Manager
	10 <input checked="" type="checkbox"/> Check box if Coordinated with a Candidate/Candidate Committee or Political Party.*

1 <u>Date Provided</u>	4 Name (Last, First):
2 <u>Fair Market Value</u>	5 Address:
3 <u>Aggregate Amount</u>	6 City/State/Zip:
	7 Description:
	8 Employer (if applicable, <u>mandatory</u>):
	9 Occupation (if applicable, <u>mandatory</u>):
	10 <input type="checkbox"/> Check box if Coordinated with a Candidate/Candidate Committee or Political Party.*

1 <u>Date Provided</u>	4 Name (Last, First):
2 <u>Fair Market Value</u>	5 Address:
3 <u>Aggregate Amount</u>	6 City/State/Zip:
	7 Description:
	8 Employer (if applicable, <u>mandatory</u>):
	9 Occupation (if applicable, <u>mandatory</u>):
	10 <input type="checkbox"/> Check box if Coordinated with a Candidate/Candidate Committee or Political Party.*

1 <u>Date Provided</u>	4 Name (Last, First):
2 <u>Fair Market Value</u>	5 Address:
3 <u>Aggregate Amount</u>	6 City/State/Zip:
	7 Description:
	8 Employer (if applicable, <u>mandatory</u>):
	9 Occupation (if applicable, <u>mandatory</u>):
	10 <input type="checkbox"/> Check box if Coordinated with a Candidate/Candidate Committee or Political Party.*

1 <u>Date Provided</u>	4 Name (Last, First):
2 <u>Fair Market Value</u>	5 Address:
3 <u>Aggregate Amount</u>	6 City/State/Zip:
	7 Description:
	8 Employer (if applicable, <u>mandatory</u>):
	9 Occupation (if applicable, <u>mandatory</u>):
	10 <input type="checkbox"/> Check box if Coordinated with a Candidate/Candidate Committee or Political Party.*

* Note: If coordinated, then contribution must also be reported as a non-monetary expenditure on Detailed Summary. Art. XXVIII, Sec. 2(9) states: "...Expenditures that are controlled by or coordinated with a candidate or candidate's agent are deemed to be both contributions by the maker of the expenditures, and expenditures by the candidate committee."

Schedule A Instructions

NOTE: In addition to the reporting requirements of 1-45-108, C.R.S., please note provisions for specific Committee type, as follows:

Candidate, Issue, Political Party and Political Committee (PC)

- Required to disclose occupation **and** employer for all \$100 or more contributions made by natural persons. (Art. XXVIII, Sec. 7)

Small Donor Committee

- Accepts contributions of no more than \$50 per year, FROM NATURAL PERSONS ONLY. [Art. XXVIII, Sec. 2(14)(a)]

PROHIBITED CONTRIBUTIONS

[Art. XXVIII, Sec.3 & C.R.S. 1-45-105.5]

- No candidate's candidate committee shall accept contributions from, or make contributions to, another candidate committee.
- No person shall act as a conduit for a contribution to a candidate committee.
- No candidate committee, political committee, small donor committee, or political party shall knowingly accept contributions from:
 - (a) Any natural person who is not a citizen of the United States;
 - (b) A foreign government; or
 - (c) any foreign corporation that does not have the authority to transact business in this state pursuant to article 115 of title 7, C.R.S., or any successor section.
- No candidate committee, political committee, small donor committee, issue committee, or political party shall accept a contribution, or make an expenditure, in currency or coin exceeding one hundred dollars.
- No person shall make a contribution to a candidate committee, issue committee, political committee, small donor committee, or political party with the expectation that some or all of the amounts of such contribution will be reimbursed by another person. No person shall be reimbursed for a contribution made to any candidate committee, issue committee, political committee, small donor committee, or political party, nor shall any person make such reimbursement except as provided in subsection (8) of this section. [Art. XXVIII, Sec. 3(8)]

Please refer to Article XXVIII, Section 3 of the Colorado Constitution for complete prohibited contributions.

Instructions for
**REPORT OF CONTRIBUTIONS AND EXPENDITURES
DETAILED SUMMARY**

Reference Colorado Revised Statute:	1-45-108, C.R.S.
Who uses this form?	All Committees
Purpose of form:	This form is used to summarize the information from all other forms.
Is this form required?	Yes
When do I file this form?	This form must be received by the designated election official on or before the filing due date for the reporting period. Postmarks are not accepted.

COMPLETING THE FORM

This form uses information contained on other forms; all other applicable forms must be completed prior to filing this summary form.

STEP 1. Completely fill out the Report of Contributions and Expenditures page until you reach Line 1.

- Print or type the full name of the committee
- Print or type the address of your committee. Print or type the city, state and zip code of your committee.
- Print or type the name of the financial institution where the committee funds are deposited. [1-45-108(1)(a)(IV)(b), C.R.S.]
- Print or type the address of the financial institution including city, state and zip code.
- Determine what type of report is being filed.
 - ***Regularly Scheduled Filings*** are normal reporting periods as required in 1-45-108 & 1-45-109, C.R.S. (These dates are available through the Campaign and Political Finance manual, your local election official, the calendars provided and the Secretary of State web site www.sos.state.co.us)
 - ***Amended Filings*** are reports that correct a previously filed report.
 - ***Termination Reports*** are filings that close a committee, indicating the committee is no longer in existence. You **must** report a zero balance on line #5. (Art. XXVIII, Sec. 2(3), 1-45-106, C.R.S., and the *Rules Concerning Campaign and Political Finance 3.3*)
- Check (☒) the appropriate box next to the type of report filed. If this report is an *amended filing*, print or type the date of the originally filed report being amended.
- Print or type the Reporting Period being covered. (The beginning and ending dates)

STEP 2. Skip Lines 1-5 and the Authorization portion of the Report of Contributions and Expenditures page (page 1) and go to the Detailed Summary page (page 2).

STEP 3. On the Detail Summary page of the Report of Contributions and Expenditures form completely fill out the header information and lines 6 through 20.

- Line #6 – Enter the total amount from Schedule A.

- Line #7 – Enter the total amount of contributions received this reporting period that were \$19.99 or less.
- Line #8 – Enter the total amount of all loans received this reporting period. (Schedule C)
- Line #9 – Enter the total amount of all other receipts. (Example: Interest, Dividends)
- Line #10 – Enter the total amount of all expenditures returned or refunded to the committee. (Schedule D - money coming back to the committee).
- Line #11 – Enter the sum of Lines #6 **through** #10.
- Line #12 – Enter the total amount of all Non-Monetary Contributions from the Statement of Non- Monetary Contributions form.
- Line #13 – Enter the sum of Line #11 **and** #12.
- Line #14 – Enter the total amount from Schedule B.
- Line #15 – Enter the total amount of all Expenditures \$19.99 or less.
- Line #16 – Enter the total amount of all loan payments paid this reporting period. (Schedule C)
- Line #17 – Enter the total amount of contributions returned to the donor. Example: A contributor exceeded contribution limits and the amount exceeding that limit must be returned. (Schedule D - money going out of the committee).
- Line #18 – Enter the total amount of expenditures by a third party that are controlled by or coordinated with a candidate, candidate committee or political party. (Statement of Non-Monetary Contribution form)
- Line #19 – Enter the sum of Lines #14 **through** #17.
- Line #20 – Enter the sum of lines #18 **and** #19. [Art. XXVIII, Sec. 5(3)]

STEP 4. Return to the Report of Contributions and Expenditures form and complete Lines 1-5.

- Line #1 – If this is your first Report of Contributions and Expenditures as a committee enter zero (0). If you have previously filed enter the ending balance from line #5 of your most recently filed report.
- Line #2 – Enter the total amount from Line #11.
- Line #3 – Enter the sum of Lines #1 **and** #2.
- Line #4 – Enter the total amount from Line #19.
- Line #5 – Enter the difference of Line #3 **minus** Line #4.

STEP 5. Complete the Authorization portion of the Report of Contributions and Expenditures form by printing the name of the registered agent and then sign and date the report.



REPORT OF CONTRIBUTIONS AND EXPENDITURES 2010 Revised Reporting Forms

The Report of Contributions and Expenditures is a financial report required for all committees or parties that accept contributions or make expenditures to support or oppose a candidate or an initiative seeking access to the ballot and/or a referendum placed on the ballot by the general assembly. The report is comprised of 7 basic data entry pages along with several informational and instructional pages. The data entry forms consist of the Report of Contributions and Expenditures with the Detail Summary, Schedules A, B, C, D and the Statement of Non-Monetary Contributions. Completion of Schedules A, B, C, D and the Statement of Non-Monetary Contribution forms should be done prior to completion of the Report of Contributions and Expenditures and Detail Summary pages. Listed below are brief descriptions of what each data entry page accomplishes to help you complete and finalize this report.

Report of Contributions and Expenditures (page 1)

A summary page of the committee or party name, address, financial institution, registered agent and the contribution/expenditure totals for a specific reporting period with the **Detailed Summary page** (page 2) that summarizes totals for all other data entry forms. Complete this 2-page form last.

Schedule A

This form is used to report monetary contributions received by the committee or party that exceed \$19.99. (Money received into the committee/party.)

Schedule B

This form is used to report expenditures paid out by the committee or party that exceed \$19.99. (Money expended/paid out by the committee/party.)

Schedule C

This form details loans received and repaid by the committee/party. (Money received by committee from a financial institution and/or repayment of a loan to a financial institution.)

Schedule D

This form allows the committee/party to account for either a contribution or expenditure that has been made and is being returned to the committee/party.

Statement of Non-Monetary Contributions

This form details contributions received that are tangible and can be assessed a fair market value. Expenditures on behalf of a candidate that are coordinated with or controlled by the candidate, candidate's agent or the political party shall be counted as a contribution to and expenditure by the candidate committee or the political party.

The Report of Contributions and Expenditures **MUST** be received by the appropriate officer on or before the due date. Postmark dates are not recognized. A faxed report **MUST** be followed up with the original document within seven calendar days. The candidate and/or registered agent are responsible for the content and accuracy of the report.

Municipal committees should contact their municipal/town clerk for assistance.