



City and County of Broomfield, Elections Division  
 One DesCombes Drive  
 Broomfield, CO 80020  
 Ph: (303) 464-5857  
 Fax: (303) 410-3815  
[electionsdivision@broomfield.org](mailto:electionsdivision@broomfield.org)  
[www.votebroomfield.org](http://www.votebroomfield.org)

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**STATEMENT OF PERSONAL EXPENDITURES BY A CANDIDATE - 2013 MUNICIPAL ELECTION**

For use by a candidate who has not received any contributions (does not have a candidate committee), and has made expenditures of personal funds [1-45-108(1) & 1-45-109, C.R.S.].

Name of Candidate: \_\_\_\_\_

Address of Candidate: \_\_\_\_\_  
(street) (city) (state) (zip code)

Office: \_\_\_\_\_ Ward: \_\_\_\_\_

Reporting Period (check one):

- All dates prior to Oct. 10, 2013       Oct. 11 to Oct. 27, 2013       Oct. 28 to Nov. 30, 2013

Total amount of non-itemized expenditures (total of each item that is \$19.99 or less): \_\_\_\_\_

Itemize expenditures of \$20.00 or more below (use additional sheets if necessary):

Date Expended	Amount	Name of Recipient	Comment/Purpose
	\$		

Recipient Address (include city, state and zip code)

Date Expended	Amount	Name of Recipient	Comment/Purpose
	\$		

Recipient Address (include city, state and zip code)

Date Expended	Amount	Name of Recipient	Comment/Purpose
	\$		

Recipient Address (include city, state and zip code)

I certify to the best of my knowledge this statement of personal expenditures is true and correct.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### CANDIDATE STATEMENT OF NON-RECEIPT OF CONTRIBUTIONS AND NON-EXPENDITURE OF FUNDS

For use by candidates that do **NOT** have a candidate committee and have **NOT** received contributions nor made expenditures. No expenditures have been made on behalf of the candidate. [1-45-108(1) & 1-45-109, C.R.S.]

Name of Candidate: \_\_\_\_\_

Candidate Address: \_\_\_\_\_  
(street) (city) (state) (zip code)

Reporting Period (check one):

- All dates prior to Oct. 10, 2013       Oct. 11 to Oct. 27, 2013       Oct. 28 to Nov. 30, 2013

Contributions received or receivable during this reporting period:      **\$0.00**

Expenditures made or incurred during this reporting period:      **\$0.00**

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I, \_\_\_\_\_, affirm that no person received contributions on my behalf nor  
(Candidate Name - Print)

made any expenditures on my behalf. No contributions have been pledged to me nor on my behalf. I have not received any contributions nor have I have or incurred any expenditures on my own behalf during this election reporting period.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## REPORT OF CONTRIBUTIONS AND EXPENDITURES OVERVIEW AND INSTRUCTIONS

The **Report of Contributions and Expenditures** is a financial report required for all candidate and issue committees 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 Broomfield City Council. 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

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 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. All contributions from LLCs must be itemized regardless of the amount.

### Schedule B

This form is used to report expenditures paid out by the committee that exceed \$19.99.

### Schedule C

This form details loans received and repaid by the committee.

### Schedule D

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

### 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 Detailed Report of Contributions and Expenditures **MUST** be received by the Elections Division on or before the due date. Postmark dates are not recognized. A faxed or emailed report is acceptable and **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.

## INSTRUCTIONS

The Report of Contributions and Expenditures uses information contained on other forms; all other applicable forms must be completed prior to filing the summary page.

1. Completely fill out the Report of Contributions and Expenditures page until you reach Line 1. Check the box next to the appropriate type of report.
  - a. **Regularly Scheduled Filings** are for reports covering one of the three normal reporting periods in 2013.
  - b. **Amended Filings** are reports that correct a previously filed report.
  - c. **Termination Reports** are filings that close a committee. You **must** report a zero balance on line #5. You may terminate at any time to end future reporting requirements.
2. Skip Lines 1-5 and the Authorization portion of the Report. You will return to this once you complete the rest of your report.
3. On the Detail Summary page, write the committee name and reporting period. Indicate the funds on hand at the beginning of this reporting period (or \$0.00 if you are a new committee). Complete lines 6 through 20 using totals from each of the Schedules that follow. You will need to complete the Schedules before completing the Detail Summary.
  - a. Line 6 is the total from Schedule A.
  - b. Line 7 is the total of any non-itemized contributions (\$19.99 or less) **not** included on Schedule A.
  - c. Line 8 is the total from Schedule C.
  - d. Line 9 is the total of any other receipts including interest or dividends.
  - e. Line 10 is the total from Schedule D.
  - f. Line 11 is the total of lines 6 through 10.
  - g. Line 12 is the total from the Statement of Non-Monetary Contributions.
  - h. Line 13 is the total of lines 11 and 12.
  - i. Line 14 is the total from Schedule B.
  - j. Line 15 is the total of non-itemized expenditures (\$19.99 or less) **not** included on Schedule B.
  - k. Line 16 is the total from Schedule C.
  - l. Line 17 is the total from Schedule D.
  - m. Line 18 is the total of lines 14 through 17.
  - n. Line 19 is the total amount of expenditures made by a third party that is controlled by or coordinated with your committee.
  - o. Line 20 is the total of lines 18 and 19.
4. Go back to the Report of Contributions and Expenditures. Complete lines 1 through 5 and also the authorization portion of the form.
5. Turn your completed form into the Elections Division. Remember, all campaign finance reports are public record and subject to public inspection.

Printed spreadsheets or other accounting reports (e.g. Excel or QuickBooks) may be submitted for approval instead of the provided schedules. Please meet the following guidelines:

- Printout must include a header identifying the report by schedule letter and name.
- Printout must be formatted to 8.5" x 11" (portrait or landscape).
- All required information for each line item should be included on the same page, preferably the same line.



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**REPORT OF CONTRIBUTIONS AND EXPENDITURES**  
 [1-45-108, C.R.S.]

Full Name of Committee (as shown on Committee Registration Form)	
Committee Address (include city, state, and zip code)	
Committee Type (Candidate or Issue)	
Name of Financial Institution	
Address of Financial Institution	

Type of Report (check one):

- Regularly Scheduled Filing
- Amended Filing for Reporting Period \_\_\_\_\_
- Termination Report (must indicate a zero balance in line 5 below)

Reporting Period (check one):

- All dates prior to Oct. 10, 2013
- Oct. 11 to Oct. 27, 2013
- Oct. 28 to Nov. 30, 2013

		From Total Detailed Summary Page
1	Funds on Hand at the Beginning of Reporting Period (monetary only)	
2	Total Monetary Contributions (line 11)	
3	Total of Monetary Contributions & Beginning Amount (line 1 + line 2)	
4	Total Monetary Expenditures (line 18)	
5	Monetary Funds on Hand at the End of the Reporting Period (line 3 - line 4)	

**This report is due no later than 5:00pm, 5 days after the end of the reporting period. There is a \$50 per day penalty for each day the report is late. [Art. XXVIII, Sec. 10(2)(a), CO Const.]**

**Authorization** (must be completed by the candidate or registered agent): *I hereby certify and declare, under penalty of perjury, that to the best of my knowledge or belief all contributions received during this reporting period are from permissible sources.*

Print Agent's Name: \_\_\_\_\_

Print Candidate's Name: \_\_\_\_\_

Agent's Signature: \_\_\_\_\_

Candidate's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**DETAILED SUMMARY**

Committee Name: \_\_\_\_\_

Reporting Period (check one):

All dates prior to Oct. 10, 2013

Oct. 11 to Oct. 27, 2013

Oct. 28 to Nov. 30, 2013

	Monetary funds on hand at the beginning of the reporting period	\$
6	Itemized Contributions \$20 or More (Total from Schedule A)	\$
7	Total of Non-Itemized Contributions (\$19.99 or less <b>not</b> included on Schedule A)	\$
8	Total Loans Received (Listed on Schedule C)	\$
9	Total of Other Receipts (interest, dividends, etc.)	\$
10	Returned Expenditures (from recipient) (Listed on Schedule D)	\$
<b>11</b>	<b>Total Monetary Contributions</b> <b>(total lines 6 through 10)</b>	<b>\$</b>
12	Total Non-Monetary Contributions (Listed on Statement of Non-Monetary Contributions)	\$
<b>13</b>	<b>Total Contributions</b> <b>(line 11 + line 12)</b>	<b>\$</b>
14	Itemized Expenditures of \$20 or more (Listed on Schedule B)	\$
15	Total of Non-Itemized Expenditures (\$19.99 or less and <b>not</b> listed on Schedule B)	\$
16	Loan Repayments Made (Listed on Schedule C)	\$
17	Contributions Returned to Donor (Listed on Schedule D)	\$
<b>18</b>	<b>Total Monetary Expenditures</b> <b>(total lines 14 through 17)</b>	<b>\$</b>
19	Total Coordinated Non-Monetary Expenditures	\$
<b>20</b>	<b>Total Spending</b> <b>(line 18 + line 19)</b>	<b>\$</b>



## **SCHEDULE A INSTRUCTIONS**

Use Schedule A to itemize all monetary contributions received for the current reporting period valued at \$20.00 or greater. If you choose to itemize monetary contributions of \$19.99 or less on Schedule A, be sure not to include them again on line 7 of the Detailed Summary (do not record the same contribution twice).

All contributions of \$20.00 or greater must include the name and address of the contributor. All contributions of \$100.00 or greater must include the employer and occupation of the contributor.

### **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 shall knowingly accept contributions from:
  1. Any natural person who is not a citizen of the United States;
  2. A foreign government; or
  3. 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 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 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 nor shall any person make such reimbursement except as provided in subsection (8) of this section. [Art. XXVIII, Sec. 3(8)]

**SCHEDULE A - ITEMIZED CONTRIBUTIONS (\$20.00 OR MORE)**  
**[1-45-108(1)(a), C.R.S.]**

Full Name of Committee: \_\_\_\_\_

Read Schedule A Instructions before completing. Please print or type. You may use additional sheets as necessary.

Date Accepted	Last Name	First Name
Contribution Amount \$	Address (include city, state, and zip code)	
Aggregate Amount \$	Description	
	Employer	Occupation

Date Accepted	Last Name	First Name
Contribution Amount \$	Address (include city, state, and zip code)	
Aggregate Amount \$	Description	
	Employer	Occupation

Date Accepted	Last Name	First Name
Contribution Amount \$	Address (include city, state, and zip code)	
Aggregate Amount \$	Description	
	Employer	Occupation

Date Accepted	Last Name	First Name
Contribution Amount \$	Address (include city, state, and zip code)	
Aggregate Amount \$	Description	
	Employer	Occupation

**SCHEDULE B - ITEMIZED EXPENDITURES (\$20.00 OR MORE)**  
**[1-45-108(1)(a), C.R.S.]**

Full Name of Committee: \_\_\_\_\_

Please print or type. You may use additional sheets as necessary.

Date Expended	Recipient/Vendor Name
Amount \$	Recipient Address (include city, state, and zip code)
	Description of Expenditure (e.g. campaign signs)

Date Expended	Recipient/Vendor Name
Amount \$	Recipient Address (include city, state, and zip code)
	Description of Expenditure (e.g. campaign signs)

Date Expended	Recipient/Vendor Name
Amount \$	Recipient Address (include city, state, and zip code)
	Description of Expenditure (e.g. campaign signs)

Date Expended	Recipient/Vendor Name
Amount \$	Recipient Address (include city, state, and zip code)
	Description of Expenditure (e.g. campaign signs)

**SCHEDULE C - LOANS**

Full Name of Committee: \_\_\_\_\_

**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 (Financial Institution or Full Name of Individual): \_\_\_\_\_

Address (include city, state and zip code): \_\_\_\_\_

Original Amount of Loan: \$ \_\_\_\_\_

Interest Rate: \_\_\_\_\_

Loan Amount Received This Reporting Period: \$ \_\_\_\_\_

Total of All Loans  
This Reporting Period: \$ \_\_\_\_\_  
(Enter onto line 8 of Detailed Summary)

Principal Amount Paid This Reporting Period: \$ \_\_\_\_\_

Interest Amount Paid This Reporting Period: \$ \_\_\_\_\_

Amount Repaid This Reporting Period: \$ \_\_\_\_\_  
(Sum of principal and interest entered on Detailed Summary)

Total Repayments: \$ \_\_\_\_\_  
(Sum of all Schedule C pages; enter into line 16 of Detailed Summary)

Outstanding Balance: \$ \_\_\_\_\_

Date Loan Received: \_\_\_\_\_

Due Date for Final Payment: \_\_\_\_\_

List all endorsers or guarantors of this loan:

Full Name	Address, City, State, Zip Code	Amount Guaranteed
		\$
		\$
		\$
		\$

**SCHEDULE D - RETURNED CONTRIBUTIONS AND EXPENDITURES**

Full Name of Committee: \_\_\_\_\_

**Returned Contributions  
(Previously reported on Schedule A and later returned to the donor)**

Date Accepted	Recipient/Vendor Name
Date Returned	Recipient Address (include city, state, and zip code)
Amount Returned	Purpose

Date Accepted	Recipient/Vendor Name
Date Returned	Recipient Address (include city, state, and zip code)
Amount Returned	Purpose

**Returned Expenditures  
(Previously reported on Schedule B and returned or refunded to the committee)**

Date Expended	Original Recipient/Vendor Name
Date Returned	Recipient Address (include city, state, and zip code)
Amount Returned	Comments

Date Expended	Original Recipient/Vendor Name
Date Returned	Recipient Address (include city, state, and zip code)
Amount Returned	Comments

**STATEMENT OF NON-MONETARY CONTRIBUTIONS**  
**[Art. XXVIII, Sec. 2 (5)(a)(II)(III) and Sec. 5 (3) CO Const. and 1-45-108(1), C.R.S.]**

Full Name of Committee: \_\_\_\_\_

Date Provided	Last Name	First Name
Fair Market Value \$	Address (include city, state, and zip code)	
Aggregate Amount \$	Description	
	Employer	Occupation
<input type="checkbox"/> Check box if coordinated with a candidate/committee or political party.		

Date Provided	Last Name	First Name
Fair Market Value \$	Address (include city, state, and zip code)	
Aggregate Amount \$	Description	
	Employer	Occupation
<input type="checkbox"/> Check box if coordinated with a candidate/committee or political party.		

Date Provided	Last Name	First Name
Fair Market Value \$	Address (include city, state, and zip code)	
Aggregate Amount \$	Description	
	Employer	Occupation
<input type="checkbox"/> Check box if coordinated with a 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."