



2013 MUNICIPAL CANDIDATE GUIDE

CITY AND COUNTY OF BROOMFIELD

ELECTIONS DIVISION

ONE DESCOMBES DRIVE

BROOMFIELD, CO 80020

(303) 464-5857

ELECTIONSDIVISION@BROOMFIELD.ORG

WWW.VOTEBROOMFIELD.ORG

IMPORTANT NOTICE

This guide is intended for use by interested City and County of Broomfield municipal candidates for office. Candidates interested in federal or state office should contact the Colorado Department of State, Elections Division. Candidates interested in school boards, special districts or other cities and counties should contact those districts directly.

This guide is not intended to replace a candidate's responsibility to become familiar and comply with all applicable laws, rules and codes.

A DECISION TO SERVE YOUR COMMUNITY

Thank you for your interest in serving the citizens of the City and County of Broomfield.

As a candidate for mayor or city council, one of the first things that must be done is the filing of the Candidate Affidavit form. The Affidavit form must be filed with the election office with-in ten (10) days of publicly announcing an intention to seek election to public office.

Second, prior to accepting any contributions you will need to determine whether and how your campaign will be funded. Once you have made this determination you will need to file the appropriate form located in the “funding your campaign” section of this packet.

The candidate nomination petitions will be made available the beginning of August allowing us to include any changes made to current election laws.

The process may at times appear confusing. The Broomfield Elections Division is committed to assisting you with your filing requirements. If you have questions or need assistance, please contact us at 303-464-5857 or email electionsdivision@broomfield.org.

Good luck in your endeavor!

CANDIDATE CALENDAR

Each candidate should be mindful of these important dates. Timely filings are critical to accessing the ballot and providing important public disclosures.

In 2013, House Bill 13-1303 was signed into law. The new voter registration deadlines are reflected in the table below.

There are additional filings after the election. Candidates elected to office have to file quarterly gift and honoraria reports in 2014 and every year thereafter they remain in office. Whether elected to office, any candidate committee that does not terminate must file an annual contribution and expenditure report November 1, 2014. A candidate committee may file a termination report at any time as long as they have achieved a zero balance on their account.

DATE (2013)	ITEM	REFERENCE
Ongoing	Within 10 days of becoming a candidate ¹ the candidate must file an affidavit with the Clerk and Recorder.	1-45-110(1) C.R.S.; CO Const. Art. XXVIII Section 2 (2)
Aug. 6	Earliest day a candidate can circulate and have signed a nominating petition (91 days prior to the election)	1-4-805 C.R.S.
Aug. 26	Last day to file nominating petitions with the Clerk and Recorder (no later than the 71 st day prior to the election)	1-4-805 C.R.S.
Aug. 30	Last day to amend the nominating petition to correct or replace signatures that the Clerk finds are not in apparent conformity with the requirements (any time before the 67 th day before the election)	1-4-805 C.R.S.
Oct. 15	Last day to register to vote if submitting an application through the mail, a voter registration agency, a local driver's license examination facility or a voter registration drive (22 days prior to the election).	1-2-201(3) C.R.S.
Oct. 15	Contributions and expenditures report due (21 days prior to the election).	1-45-108(2)(II) C.R.S.
Oct. 16	Last day to file affidavit of a write-in candidate (20 days prior to the election)	Municipal Code Sec. 4-06-010
Oct. 28	Last day to register to vote if using the state online voter registration system, www.govotecolorado.com (8 days prior to the election).	1-2-201(3) C.R.S.
Nov. 1	Contributions and expenditures report due (Friday prior to the election)	1-45-108(2)(II) C.R.S.
Nov. 5	Last day to register to vote if appearing in person at the county clerk and recorder's office or any established voter service and polling location (up to and including Election Day).	1-2-201(3) C.R.S.
Nov. 5	Election Day (first Tuesday in November of odd years).	1-41-102 C.R.S.
Dec. 5	Contributions and expenditures report due (30 days after the election)	1-45-108(2)(II) C.R.S.

¹ A person is a candidate for election if the person has publicly announced an intention to seek election to public office or retention of a judicial office and thereafter has received a contribution or made an expenditure in support of the candidacy. [Colo. Const. Art. XXVIII, Section 2(2)]

CANDIDATE QUALIFICATIONS

To be eligible to hold office as an elected official in Broomfield, you must be a registered elector and a resident of Broomfield. Council candidates must be a resident of the ward in which he/she is running for at least the 12 months prior to Election Day. Mayoral candidates must be a resident of the City for at least 12 months prior to Election Day.

The Mayor Pro-tem is elected from among the duly elected councilmembers at the ensuing organizational meeting following the election.

NOMINATING PETITIONS

Candidates for municipal office shall be nominated by petition on forms supplied by the City and County Clerk's office. Municipal candidates are nominated without regard to political affiliation.

Nomination petitions may be circulated and signed beginning on the ninety-first (91st) day before the election (August 6, 2013), and ending on the seventy-first (71st) day before the election (August 26, 2013).

Each nomination petition shall be filed with the Elections Division NO LATER THAN 5:00 P.M. Monday, August 26, 2013.

The petition shall have endorsed thereon (or appended thereto) the written affidavit of the candidate accepting the nomination and swearing that the candidate satisfies the requirements to be a candidate and hold office in Broomfield. [1-4-805 C.R.S.]

The acceptance of nomination shall also contain the place of residence of the candidate and the name of the candidate in the form that the candidate wishes it to appear on the ballot. The candidate's name may be a nickname or include a nickname, but shall not contain any title or degree designating the business or profession of the candidate.

The nominating petitions for each councilmember candidate shall be signed by not less than twenty-five (25) registered electors from the ward which the candidate will represent. Mayoral candidate petitions shall be signed by not less than twenty-five (25) registered electors residing within the city. [31-10-302(2) C.R.S.]

It is advisable to obtain more than 25 signatures to ensure the petition is sufficient, as there may be signatures which do not meet the above criteria and cannot be counted. It is recommended that you check each signature verifying that the electors have printed their name below the signature, since some signatures are difficult to read.

An elector may sign a nomination petition for one candidate for the office to be filled in the ward and also one petition for the office of Mayor which is filled at large. No elector shall sign more than one nomination petition for each separate office to be filled in the ward. [31-10-302(5) C.R.S.]

Signatures without a residence address cannot be counted.

FUNDING YOUR CAMPAIGN

Colorado law requires that all candidates disclose how their campaigns are funded and shall be made public record. Contributions include money, a loan or anything of value (non-monetary or in-kind donations) used for the purpose of promoting the candidate's nomination. Expenditures may include purchases such as campaign signs or mailings to voters.

Candidates must decide how they will fund their campaign as early as possible. If you plan on receiving contributions, you must file a committee registration form prior to accepting a contribution or making expenditure.

OPTIONS AND REQUIRED FILINGS

NO CONTRIBUTIONS OR EXPENDITURES

Some campaigns neither receive contributions nor make expenditures. Such candidates file the **Candidate State of Non-Receipt of Contributions and Non-Expenditure of Funds** form.

PERSONAL EXPENDITURES ONLY

Some candidates do not receive any contributions, and spend **only** their own money to promote their candidacy. Such candidates will file the **Statement of Personal Expenditures by a Candidate** form.

RECEIVING AND SPENDING

Some candidates receive contributions (money, loans or donated goods and services). Prior to receiving a contribution, candidates must file a **New Committee Registration** form. Once they have established a candidate committee, they will file several **Reports of Contributions and Expenditures** throughout the election cycle according to the filing calendar. After the election, candidates may establish a zero balance and terminate their committee. Annual filings are required of every committee until they terminate, whether the candidate was elected to office.

MEETINGS AND COMPENSATION

City Council's regular meetings are held the second (2nd) and fourth (4th) Tuesday of each month. The meetings are held at 6:00 P.M. at the City & County Building, One DesCombes Drive.

Compensation for councilmembers is \$600 per month. Compensation for the Mayor is \$800 per month.

OFFICES TO BE ELECTED IN 2013

Office	Current Office Holder	Term Limited ²
Mayor	Pat Quinn	Yes
Councilmember Ward 1	Bob Gaiser	Yes
Councilmember Ward 2	Dennis McCloskey	Yes
Councilmember Ward 3	Sam Taylor	No
Councilmember Ward 4	Greg Stokes	No
Councilmember Ward 5	Martha Derda	No

TERMS OF OFFICE

The Mayor shall be elected for a two-year term, and the councilmembers shall be elected for a four-year term. One councilmember from each ward and the Mayor shall be elected in each regular election per the City Charter. The term of the office for councilmembers and the Mayor shall commence on their taking the oath of office at the ensuing organizational meeting of the Council held after the election.

The Mayor is limited to three consecutive terms. Councilmembers are limited to two consecutive terms.

2013 VOTE METHOD - MAIL BALLOT ELECTION

The 2013 Coordinated Election will be conducted as a mail ballot election. Ballots will be mailed to all active registered voters in Broomfield beginning Tuesday, October 15. Voters may return their voted ballot by mail or in person at any designated drop-off location. Dates, hours and locations for drop-off sites will be included in the ballot instructions sent to each voter. Voted ballots must be in our possession no later than 7:00pm on Tuesday, November 5. Post mark dates do not count as received.

² In order to broaden the opportunities for public service and to assure that elected officials of governments are responsive to the citizens of those governments, no judicial elected official of any county, city and county, city, town, school district, service authority, or any other political subdivision of the State of Colorado, no member of the state board of education, and no elected member of the governing board of a state institution of higher education shall serve more than two consecutive terms in office, except that with respect to terms of office which are two years or shorter in terms in duration, no such elected official shall serve more than three consecutive terms in office. [Colo. Const. Article XVIII, Sec. 11]

CAMPAIGN FINANCE LAWS AND RULES

All candidates for public office in Colorado should become familiar with the state's laws and rules governing campaign finance.

Colorado campaign finance laws are found in three different places:

- Colorado Constitution, Article XXVIII, Campaign and Political Finance
- Colorado Revised Statutes, Title 1, Article 45, Fair Campaign Practices Act
- Colorado Secretary of State Rules Concerning Campaign and Political Finance

All three sets of laws and rules are subject to change. To review the full text of the law in its current form, visit <http://www.sos.state.co.us/pubs/elections/CampaignFinance/home.html> and click the appropriate link under Laws, Rules & Policies.

Colorado Secretary of State Scott Gessler

Campaign Finance

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- Lobbyist**
- Notary Public**
- Rules and Regulations**
- UCC**

Run for Office

- Step 1: Become a candidate
- Step 2: Get my name on the ballot

Committee Registration

New

- Register now
- Help me choose a committee type

Existing

- File an amendment

Public Disclosures (Help)

- Personal financial disclosure (PDF)
- Update my personal financial disclosure (PDF)
- Gifts and honoraria report (PDF)

News (archived news)

October 5, 2012 - Gessler adopts Campaign and Political Finance rules on a permanent basis (PDF)

Search & File

- Log in to file disclosure reports
- Search records
- Forms and instructions
- Learn how to search and file online

Laws, Rules & Policies

- Colorado Constitution Article XXVIII
- Fair Campaign Practices: C.R.S. Title I, Article 45
- Rules and Notices of Rulemaking
- Litigation, agency decisions and advisory opinions

CANDIDATE AND CAMPAIGN FINANCE FORMS

- City Councilmember Candidate Affidavit
- Mayoral Candidate Affidavit
- Committee Registration Form
 - For use by candidates who plan to receive contributions and make expenditures on behalf of their campaign.
- Statement of Personal Expenditures by a Candidate
 - For use by candidates who are only spending their own money on their campaign (candidate is **not** receiving any outside contributions).
- Candidate Statement of Non-Receipt of Contributions and Non-Expenditure of Funds
 - For use by candidates who neither received any contributions nor made any expenditures on behalf of their campaign.
- Detailed Report of Contributions and Expenditures
 - For use by candidates who received contributions and made expenditures on behalf of their campaign.

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 Fax: (303) 410-3815
electionsdivision@broomfield.org
www.votebroomfield.org

Space Below For Office Use Only:

CITY COUNCILMEMBER CANDIDATE AFFIDAVIT

Instructions: The candidate shall complete the entire top portion of this affidavit. The bottom portion must be completed in full by a notary. Notary services are available at Central Records at 1 DesCombes Drive, M-F from 8am - 5pm. The completed form is to be filed with the City and County Clerk and Recorder. **Fields marked with * are required.** [Article XXVIII, Sec. 2(2) & 1-45-110(1), C.R.S.]

"This affidavit certified that I, _____, am a candidate for the
 (Print Full Name*)

November 5, 2013 Coordinated Election, [Art. XXVIII, Sec. 2(2)] for the office of Councilmember, _____, of the
 (Print Ward and #)

City and County of Broomfield. I understand that campaign finance activities in Colorado are governed by Article XXVIII of the Colorado Constitution, Article 45, Title 1 of the Colorado Revised Statutes (C.R.S.), also known as the Fair Campaign Practices Act (FCPA), and the Secretary of State's Rules Concerning Campaign and Political Finance.

I further certify that I am familiar with the provisions of the Colorado Fair Campaign Practices Act (FCPA) as required in §1-45-110 of the Colorado Revised Statutes."

Signature of Candidate*		Date*
Physical Address of Candidate (Street Address / City / State / Zip code)*		
Mailing Address (If different from physical address)		
Phone* (This number will be made available to the public.)	Business Phone	
Email Address*	Web Site	

This section to be completed by a notary:

State of Colorado / City and County of Broomfield

Before me, _____, a notary/officer duly authorized to administer oaths, in and for

said State, personally appeared _____, whose name is subscribed to the forthgoing Candidate Affidavit, and who affirms, that said statements are true and that he/she acknowledges the execution of said instrument to be of their own free act and voluntary deed for the uses and purposes therein set forth.

(Seal)

 (Notary/Official Signature)

 (Commission Expires)

CANDIDATE AFFIDAVIT INSTRUCTIONS

Who uses this form?

All candidates for Councilmember Wards 1 through 5 in the City and County of Broomfield.

What is the purpose of this form?

The form is an affirmation that the candidate is familiar with the state's campaign finance laws and rules.

When must I file this form?

You must file this form with the City and County Clerk and Recorder within 10 days of becoming a candidate. An individual becomes a candidate once they make a public announcement of their candidacy and thereafter receives a contribution or makes expenditures in support of their candidacy.

What is the definition of a 'public announcement' of candidacy?

A person has made a statement signifying an interest in the office by means of a speech, advertisement, or other communication reported or appearing in public media or in any place accessible to the public. This includes that a reasonable person would expect the statement to become public. Such statement includes a stated intention to explore the possibility of seeking an office. The registration of a candidate committee shall also constitute a public announcement. [Rules Concerning Campaign and Political Finance 1.20]

If I complete this form, am I automatically placed on the ballot?

This form does **not** automatically place a candidate on the ballot. Ballot access is accomplished by completing a nomination petition or write-in candidate affidavit. More information about this is available in the 2013 Municipal Candidate Packet.

Who may view this form?

Candidate and campaign finance filings are public record and open to inspection by the general public. Local media are typically informed of filings the same business day.

COMPLETING THE FORM

1. Print or type the name of the candidate and ward on the first two lines.
2. Complete the required fields (marked with *). Always print legibly or type.
3. The bottom portion must be completed by a Notary Public. Notary services are available at Broomfield Central Records. No appointment is necessary.
4. Submit the completed, notarized form to the Broomfield Elections Division.

The Elections Division and Central Records are open Mondays through Fridays from 8:00am to 5:00pm, except when closed for observed holidays. Both are located at 1 DesCombes Drive in Broomfield.





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MAYOR CANDIDATE AFFIDAVIT

Instructions: The candidate shall complete the entire top portion of this affidavit. The bottom portion must be completed in full by a notary. Notary services are available at Central Records at 1 DesCombes Drive, M-F from 8am - 5pm. The completed form is to be filed with the City and County Clerk and Recorder. **Fields marked with * are required.** [Article XXVIII, Sec. 2(2) & 1-45-110(1), C.R.S.]

"This affidavit certified that I, _____, am a candidate for the
(Print Full Name*)

November 5, 2013 Coordinated Election, [Art. XXVIII, Sec. 2(2)] for the office of Mayor of the City and County of Broomfield. I understand that campaign finance activities in Colorado are governed by Article XXVIII of the Colorado Constitution, Article 45, Title 1 of the Colorado Revised Statutes (C.R.S.), also known as the Fair Campaign Practices Act (FCPA), and the Secretary of State's Rules Concerning Campaign and Political Finance.

I further certify that I am familiar with the provisions of the Colorado Fair Campaign Practices Act (FCPA) as required in §1-45-110 of the Colorado Revised Statutes."

Signature of Candidate*		Date*
Physical Address of Candidate (Street Address / City / State / Zip code)*		
Mailing Address (If different from physical address)		
Phone* (This number will be made available to the public.)	Alternate Phone	
Email Address*	Web Site	

This section to be completed by a notary:

State of Colorado / City and County of Broomfield

Before me, _____, a notary/officer duly authorized to administer oaths, in and for said State, personally appeared _____, whose name is subscribed to the foregoing Candidate Affidavit, and who affirms, that said statements are true and that he/she acknowledges the execution of said instrument to be of their own free act and voluntary deed for the uses and purposes therein set forth.

(Seal)

(Notary/Official Signature)

(Commission Expires)

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All candidates for Mayor in the City and County of Broomfield.

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COMMITTEE REGISTRATION FORM

Select Only One Committee Type (check the box to the left of the correct committee type):

Candidate Committee

Issue Committee

Committee Name: _____
Name should be descriptive. Include office, organization name, etc.

Committee Address (Physical): _____

Committee Address (Mailing): _____

Phone Number: _____ Alternate Phone Number: _____

Fax Number: _____ Web Address: _____

Purpose/Office Sought (include office sought or question supported/opposed and election year): _____

Financial Institution Information:

Institution Name: _____

Institution Address: _____

Agent / Contact Information:

Name of Person Acting As Registered Agent: _____
Under Colorado law, only the registered agent (or the candidate in the case of candidate committees) may file the committee reports.

Phone Number: _____ Registered Agent E-Mail: _____

Alternate E-Mail 1: _____ Alternate E-Mail 2: _____

Authorization:

Registered Agent's Signature: _____ Date: _____

Print Candidate Name (not applicable for issue committees): _____

Candidate Address (include mailing): _____

Candidate Signature: _____ Date: _____

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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: _____

This page left blank intentionally.



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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**

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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Space Below For Office Use Only:

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 not 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)	\$
11	Total Monetary Contributions (total lines 6 through 10)	\$
12	Total Non-Monetary Contributions (Listed on Statement of Non-Monetary Contributions)	\$
13	Total Contributions (line 11 + line 12)	\$
14	Itemized Expenditures of \$20 or more (Listed on Schedule B)	\$
15	Total of Non-Itemized Expenditures (\$19.99 or less and not listed on Schedule B)	\$
16	Loan Repayments Made (Listed on Schedule C)	\$
17	Contributions Returned to Donor (Listed on Schedule D)	\$
18	Total Monetary Expenditures (total lines 14 through 17)	\$
19	Total Coordinated Non-Monetary Expenditures	\$
20	Total Spending (line 18 + line 19)	\$

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: \$ _____

Principal Amount Paid This Reporting Period: \$ _____

(Enter onto line 8 of Detailed Summary)

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."