



## REPORT OF CONTRIBUTIONS AND EXPENDITURES

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 a ballot measure seeking access to the ballot and/or a referendum placed on the ballot by a governing board. The first six pages of the report must be returned to the City Clerk's Office by the dates specified. The last two pages are for your records. Complete the sheets after the *Report of Contributions and expenditures and detailed summary* before filling out the Report or Summary.

Following is a description of each data sheet, including some basic instructions to help you complete and finalize this report.

**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.

**Detailed Summary:** The Detailed Summary is used to gather and calculate data from other worksheets. In addition, it is the *only* place to enter your funds on hand from the previous reporting period and any earnings on your bank account. This page needs to be included in the report filed with the City Clerk's Office. Complete this page form last.

**Itemized Contributions:** All monetary contributions of \$20 or more, plus any loans received by the committee should be reported here. Because certain loans are not subject to contributions limits, all loans should be identified by placing a checkmark (✓) in the designated column.

**Contributions in Kind:** The fair market value of all non-monetary gifts or loans of \$20 or more should be reported here.

**Expenditures:** All expenditures, regardless of dollar amount, should be reported on this form. By definition, 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 Returned:** This form should be used to document any contributions, or portions thereof, that have been returned during the reporting period.

**Non-Itemized Contributions:** This form, which is provided as a courtesy only, will assist committees in tracking contributions received which are less than \$20. The form does not need to be included in the report filed with the City Clerk's Office; however, the total amount of non-itemized contributions does need to be included in the Detailed Summary.

**Non-Itemized Contributions in Kind:** This form is also provided as a courtesy only to assist committees in tracking any contributions in kind received which have a fair market value of less than \$20. The form does not need to be included in the report filed with the City Clerk's Office; however, the total amount of non-itemized contributions in kind does need to be included in the Detailed Summary.

When filing the Report of Contributions and Expenditures, it **MUST** be received by the City Clerk's office on or before the schedule due date. Postmark dates are not recognized. A faxed report **MUST** be followed up with the original document within seven calendar days.



## REPORT OF CONTRIBUTIONS AND EXPENDITURES

Article XXVIII of the Colorado Constitution and Title 1, Article 45 of the Colorado Revised Statute (C.R.S.)  
A fine of \$50 per day will be assessed for late filings. [Art. XXVIII Sec 10 (2)(a)]

**Full Name of Committee/Person:** \_\_\_\_\_  
(as shown on Committee Registration Form)

**Name of Candidate (or NA):** \_\_\_\_\_  
(if not reflected in Committee name)

**Type of Report:**

- Regularly Scheduled Filing
  - 21 days before election day – March 12, 2019
  - Friday before election day – March 29, 2019
  - 30 days after election day – May 2, 2019
  - Annual filing (start with day after last report)
  
- Amended Filing, replacing prior report dated: \_\_\_\_\_
  
- Termination Report (Termination Reports **MUST** Have a Monetary Balance of Zero in Line 5 Below)

**Reporting Period Covered:** \_\_\_\_\_ **Through** \_\_\_\_\_  
Date Date

		Reporting for Current Period
1	Funds on Hand at Beginning of Reporting Period (monetary)	\$
2	Total Monetary Contributions (line 10 on Detailed Summary)	\$
3	Total of Monetary Contributions & Beginning Amount (line 1 + line 2)	\$
4	Total Monetary Expenditures (line 16 on Detailed Summary)	\$
5	Funds on Hand at End of Reporting Period (monetary) (line 3 – line 4)	\$

**Authorization** (Must be completed by either the Registered Agent *OR* the Candidate):

*I hereby certify and declare, under penalty of perjury, that to the best of my knowledge of belief all contributions received during this reporting period, including any contributions received in the form of membership dues transferred by a membership organization, are from permissible sources.*

Printed Name: \_\_\_\_\_  
(Registered Agent *OR* Candidate Completing this Form)

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

## DETAILED SUMMARY

Funds on Hand at beginning of reporting period (monetary):

		Reporting For Current Period
7	Itemized Contributions <i>(monetary contributions of \$20 or more and loans)</i>	\$
8	Non-Itemized Contributions <i>(monetary contributions of \$19.99 and less)</i>	\$
9	Other Receipts <i>(interest, dividends, refunds, rebates, etc.)</i>	\$
10	<b>Total Monetary Contributions</b>	\$
11	Itemized Contributions In Kind <i>(non-monetary contributions with value of \$20 or more)</i>	\$
12	Non-Itemized Contributions In Kind <i>(non-monetary contributions with value of \$19.99 and less)</i>	\$
13	<b>Total Contributions</b>	\$
14	Expenditures/Obligations	\$
15	Contributions Returned	\$
16	<b>Total Monetary Expenditures</b>	\$













