

GENERAL CAMPAIGN INFORMATION

The information in this document reflects the Fair Campaign Practices Act (FCPA) and Colorado Constitution Article XXVIII (Article XXVIII) as of the 2009 election. There may be additional state law, city ordinance, or charter amendments or opinions from the Secretary of State that could change this information before the November 1, 2011 Thornton Municipal Election. Those changes will be incorporated into the detailed Candidate Guidelines that will be available in the spring of 2011. If you have a question or concern, call Nancy Vincent, City Clerk at 303-538-7223 or Lucille Miller, Deputy City Clerk, 303-538-7215.

ORGANIZATION MEETING

Terms of office for Councilmembers elected in 2011 begin at the first City Council Meeting following the election unless a recount becomes necessary. At that meeting, City Council will elect a Mayor pro tem from among its members for a two-year term and the Presiding Judge will administer oaths of office for the newly-elected Mayor pro tem and Councilmembers.

COUNCIL MEETINGS

Regular Council meetings are held on the second and fourth Tuesdays of each month beginning at 7:00 p.m. in the Council Chambers. These meetings typically end by 10:00 p.m. and are preceded by a Council Update, which begins at 5:45 p.m. Planning Sessions are held on the first and third Tuesdays of each month from 5:45 to approximately 10:00 p.m. Council Updates and Planning Sessions are held in the Training Room. The 2011 meeting schedule adopted by Council is listed on page 5.

Agendas and packets outlining matters to be decided by Council are available on the Thursday prior to each Council meeting. Council packets are prepared and available several days prior to Council meetings to afford

Councilmembers an opportunity before meetings to review the issues that they are being asked to consider. It takes an average of three hours to review each Council packet. On Fridays all the completed packets are available on the City's web site at www.cityofthornton.net.

City Council also participates in the City Council Advance, a session where goals are set and direction is given for next year's budget. This session is held in the spring of each year.

POWERS

The City Charter defines the powers and responsibilities of the Mayor, Mayor pro tem, and City Council.

All powers of the City and the determination of all matters of policy are vested in the Council, except as otherwise provided in the City Charter. The City of Thornton is a home-rule city with the Council-manager form of government.

The Mayor presides at Council meetings and is the recognized head of the city government for all ceremonial purposes and for purposes of military law. The Mayor executes documents and performs any other duties provided by ordinance. The Mayor pro tem serves in these capacities during the absence of the Mayor.

Some actions the City Council takes are to:

- ♦ Appoint and provide direction to the City Manager/Utilities Director, City Attorney, Presiding Municipal Judge and all Board and Commission members
- ♦ Determine the annual budget and tax levy
- ♦ Hold public hearings on annexation and zoning matters
- ♦ Adopt and/or modify City ordinances as needed
- ♦ Approve intergovernmental agreements
- ♦ Provide direction for the City of Thornton by determining short and long-term goals.

GENERAL CAMPAIGN INFORMATION

ADDITIONAL DUTIES

Council also holds numerous meetings within the community as a way of keeping both Council and citizens informed about issues of mutual concern.

In addition to the Tuesday evening meetings, Councilmembers also serve on various committees outside of the organization such as the Colorado Municipal League (CML), Denver Regional Council of Governments (DRCOG) and National League of Cities (NLC).

GENERAL QUALIFICATIONS

An individual is eligible to be a candidate for municipal office if, at the time of election, he or she:

- ♦ is a citizen of the United States,
- ♦ is at least 25 years of age,
- ♦ is a registered elector,
- ♦ has been a resident of Thornton and the appropriate ward for 12 consecutive months immediately preceding the date of the election. Any person who is a resident of the City or of any area annexed to or consolidated with the City, or when reapportionment occurs, has resided at an address within the new ward boundaries for the required length of time meets the residency requirements of the Thornton City Charter,
- ♦ has not been convicted of a felony, and
- ♦ does not hold another elected position in government.

GENERAL CAMPAIGN REPORTING

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.

Article XXVIII and the FCPA set forth requirements for candidates to provide disclosure with respect to receiving campaign contributions and making expenditures.

An individual who becomes a candidate for City Council elective office is required to file certain forms pursuant to these laws.

This information is designed to provide potential candidates with general guidance concerning when to file the Candidate Affidavit and Committee Registration forms and how to record contributions and expenditures. The *Candidate Guidelines* which will contain copies of Article XXVIII, the FCPA, and samples along with detailed instructions for completing your campaign reporting forms will not be available until the spring of 2011 in the event the Secretary of State's office revises or updates forms.

If you have questions regarding your particular situation, you may wish to consult with a private attorney who can assist you with an interpretation of the applicable laws and regulations.

CANDIDATE AFFIDAVIT

The Candidate Affidavit must be filed with the City Clerk's Office within 10 days of publicly announcing an intention to run for office and subsequently receiving a contribution or making an expenditure in support of the candidacy. The City Clerk's office recommends that the Candidate Affidavit be filed as soon as possible after announcing candidacy to ensure compliance with Article XXVIII and the FCPA.

Campaign and Political Finance Rule 1.12 states: *"Publicly announced an intention to seek election to public office or retention of a judicial office" means that 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. 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 of an intention to seek election or retention."*

GENERAL CAMPAIGN INFORMATION

COMMITTEE REGISTRATION FORM

The Committee Registration form must be submitted prior to a candidate accepting any contributions. A candidate committee consists of a person, including the candidate, or persons with the common purpose of receiving contributions and making expenditures under the authority of a candidate.

A candidate can only have one candidate committee.

If you do not intend to accept contributions and will only be expending personal funds, a Committee Registration Form will not need to be filed.

BANK ACCOUNTS

All contributions received by a candidate 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.

PROHIBITED CONTRIBUTORS

A candidate committee cannot contribute to another candidate committee or accept contributions from:

- Any person who is not a citizen of the United States,
- A foreign government, or
- Any foreign corporation that does not have authority to transact business in Colorado pursuant to Article 115 of Title 7 of the Colorado Revised Statutes, or
- Another candidate committee, or
- Issue Committees, or
- Anonymous donors

CONTRIBUTION LIMITS

There are no contribution limits for candidate committees in a municipal election. 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
- Contributions or expenditures exceeding \$100 must be made by check. 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)].

EXPENDITURE LIMITS

There are no expenditure limits for candidate 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).

CAMPAIGN REPORTS

The reporting forms will be given to you in the *Candidate Guidelines* in hard copy as well as on CD ROM. The forms on the CD ROM can be printed then filled in manually or completed and printed.

GENERAL CAMPAIGN INFORMATION

CAMPAIGN REPORTING FORM FILING DEADLINES

Filing deadlines for all reports in 2011 are as follows:

<u>Period Covered</u>	<u>Filing Date</u>
* – October 6	October 11
October 7 – October 23	October 28
October 24 – November 26	December 1

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

* From the date a contribution was received or expenditure made, or, for incumbents, from the date covered by the last report filed.

CAMPAIGN REPORTING FORMS

Attached are samples of three forms:

- Candidate Affidavit
- Committee Registration
- Report of Contributions and Expenditures

Blank Candidate Affidavit and Committee Registration forms are also attached should you need to file them before receiving the *Candidate Guidelines*. The Sample Report of Contributions and Expenditures form has been included for your information so you can see how you will be required to report financial campaign activity beginning in October 2011.

EXPENDITURES FOR POLITICAL ADVERTISING

A candidate committee cannot pay to any radio or television station, newspaper, periodical, or other supplier of materials or services a higher charge than that normally required for local commercial customers for comparable use of space, materials or services. Any such rate shall not be rebated, directly or indirectly.

If any radio or television station, newspaper, or periodical charges a candidate committee a lower rate for use of space, materials, or services than the rate charged another candidate committee for comparable use of space materials, or services, the difference in such rate must be reported as a contribution to the candidate committee that was charged the lower rate.

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.

NOMINATION PETITIONS

Nomination petitions will be available for circulation on August 2, 2011.

GENERAL CAMPAIGN REPORTING INFORMATION

2011 CITY COUNCIL MEETING SCHEDULE

TUESDAY PLANNING SESSIONS ¹⁾

January 4
January 18
February 1
February 15
March 1
March 29
April 5
April 19
May 3
May 17
May 31
June 7
July 5
July 19
August 16
August 30
September 6
September 20
October 4
October 18
November 22
December 13
December 27

COUNCIL UPDATES ¹⁾ AND COUNCIL MEETINGS ²⁾

January 11
January 25
February 8
February 22
March 8
March 22
April 12
April 26
May 10
May 24
June 14
June 28
July 12
July 26
August 9
August 23
September 13
September 27
October 11
October 25
November 15
November 29
December 6
December 20

¹⁾ scheduled to begin at 5:45 p.m. (Training Room)

²⁾ scheduled to begin at 7:00 p.m. (Council Chambers)

Colorado Secretary of State
Elections Division
1700 Broadway, Ste. 270
Denver, CO 80290
Ph: (303) 894-2200 x 3
Fax: (303) 869-4861
www.sos.state.co.us

Space Below For Office Use Only



SAMPLE

CANDIDATE AFFIDAVIT

[Art. XXVIII, Sec. 2(2) & C.R.S. 1-45-110(1)]

- State Candidates File with the Secretary of State
- County Candidates File with the County Clerk
- School District Candidates File with the County Clerk
- Municipal Candidates File with the Municipal Clerk

This affidavit shall certify that I, John Citizen, a member of the
N/A political party/organization (if applicable), am a candidate
for the 2009 election, [Art. XXVIII, Sec. 2(2)] for the office of Councilmember,
(Year)
Ward # 1 (if applicable).

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 Candidate Signature Date Date Signed

Physical Address of Candidate: 8800 Thornton Street, Thornton, CO 80229
(Street/City/St/Zip)

Mailing address: 8800 Thornton Street, Thornton, CO

Business Phone: 303-777-0777 Residence Phone: 303-777-0778

E-Mail Address: john.citizen@mywebsite.com

STATE OF COLORADO
COUNTY OF Adams

Before me, Name of Notary, a notary/officer duly authorized to administer oaths, in and for said State, personally appeared John Citizen, 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.

Subscribed and affirmed to before me this 16th day of July, 2009.

(Seal)

Signature of Notary
(Notary/Official Signature)

Commission Expiration Date
(Commission Expires)

CANDIDATE AFFIDAVIT INSTRUCTIONS

Colorado Constitution Reference: Art. XXVIII, Sec. 2(2)

Colorado Revised Statute: C.R.S. 1-45-110(1)

[Who uses this form?] All Candidates for public office.

[Purpose of form]: This form is to be used by all candidates seeking an elected office.

[Is this form required for all candidate?] YES

[When do I file this form?] Form must be filed with the appropriate election official within ten (10) days of becoming a candidate.

[When do I become a candidate?] You become a candidate when you publicly announce intent to seek public office and thereafter receive a contribution or make an expenditure in support of your candidacy.

Please note Campaign and Political Finance Rule 1.12 states: "Publicly announced an intention to seek election to public office or retention of a judicial office" means that 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. 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 of an intention to seek election or retention."

COMPLETING THE FORM

1. Print or type your name (of candidate) on the first line.
2. Print or type the political affiliation of the candidate, only if seeking a partisan office (has a party identification on the ballot). Do not complete if you are municipal or special district candidate.
3. Print or type the year and office being sought.
4. Indicate the ward number of the office being sought, if applicable.
5. Candidate must sign and date the form. **Signature must be notarized.**
6. Print or type the physical address of the candidate.
7. Print or type the mailing address of the candidate if different than physical address.
8. Print or type a telephone number where you may be contacted.
9. Print or type the E-Mail address if you wish to have your E-Mail address made public and to receive electronic notices and correspondence from the City Clerk.
10. **The remainder of the form must be completed by a Notary Public.**

Colorado Secretary of State
Elections Division
1700 Broadway, Ste. 270
Denver, CO 80290
Ph: (303) 894-2200 x 3
Fax: (303) 869-4861
www.sos.state.co.us



SAMPLE

COMMITTEE REGISTRATION FORM
(C.R.S. 1-45-108)

Committee Name: John Citizen

Purpose/Office Sought: To elect John Citizen to Council at the November 3, 2009 Election

Check Only One Committee Type:

Candidate Committee Political Party Small Donor Committee

Political Committee Issue Committee

Is this an amendment*? YES NO

** Description of what is being amended. Pursuant to Rule 3.1 any changes (including Filing Type) must be reported, with the appropriate officer, within five (5) days by filing an amended committee registration form.*

Contact Information:

Name of Person Acting As Registered Agent: Sally Smith

Address (Physical): 1000 Thornton Parkway, Thornton, CO 80229

Address (Mailing): P.O. Box 101, Thornton, CO 80229

Telephone No.: 303-538-7000 E-Mail: jcitizen@mywebsite.com

Affiliation (if applicable): N/A

Check Only One Filing Type:

Manual Filer
 Electronic Filer

Check Only One Jurisdiction:

Federal State County
 Municipal Multi-County
 Other: _____

Authorization

Registered Agent's Signature: Sally Smith Date: 7/16/09

Print Candidate Name: John Citizen

Candidate Address (include mailing): 8800 Thornton Street, Thornton, CO 80229

Candidate Signature: Signature Date: 7/16/09

Colorado Secretary of State
 Elections Division
 1700 Broadway, Ste. 270
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Space Below For Office Use Only

SAMPLE

REPORT OF CONTRIBUTIONS AND EXPENDITURES
(C.R.S. 1-45-108)

Full Name of Committee/Person:	
	<small>As Shown on Registration</small>
Address of Committee/Person:	
City, State & Zip Code:	
Committee Type:	
Name of Financial Institution:	
Address of Financial Institution:	

SOS ID NUMBER (state committees ONLY):

N/A

Type of Report:

Regularly Scheduled Filing Deadlines.

October 13, 2009 (21 days prior to the November 3, 2009 Municipal Election)

October 30, 2009 (Friday prior to the November 3, 2009 Municipal Election)

December 3, 2009 (30 days after the November 3, 2009 Municipal Election)

Annual - candidates from prior election held on

Amended Filing. This amends previous report filed on (date)
 Submit changes or new information **ONLY**

Termination Report (Termination Reports **MUST** have a Monetary Balance of Zero in Line 5)

Reporting Period Covered:

<input style="width:100%;" type="text"/>	Through	<input style="width:100%;" type="text"/>
<small>date</small>		<small>date</small>

Declared Total Spending (if applicable):

[Art. XXVIII, Sect. 4 (1)]

\$ N/A

		Totals Detailed Summary Page
1	Funds on Hand at 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 19)	
5	Funds on Hand at End of Reporting Period (monetary) (line 3 - line 4)	

The appropriate officer shall impose a penalty of \$50 per day for each day that a report is filed late.
[Art. XXVIII Sect. 10 (2) (a)]

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 or 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.

Print Registered Agent's (Treasurer's) Name: _____

Registered Agent's (Treasurer's) Signature: _____ Date: _____

Print Candidate's Name: _____

Candidate's Signature: _____ Date: _____

DETAILED SUMMARY

Full Name of Committee/Person: _____

Current Reporting Period: **Through**

	Funds on hand at the beginning of reporting period (Monetary Only)	\$
6	Itemized Contributions \$20 or More [C.R.S. 1-45-108(1)(a)] (Please list on Schedule "A")	\$
7	Total of Non-Itemized Contributions (Contributions of \$19.99 and Less)	\$
8	Loans Received (Please list on Schedule "C")	\$
9	Total of Other Receipts (Interest, Dividends, etc.)	\$
10	Returned Expenditures (from recipient) (Please list on Schedule "D")	\$
11	Total Monetary Contributions (Total of lines 6 through 10)	\$
12	Total Non-Monetary Contributions (From Statement of Non-Monetary Contributions)	\$
13	Total Contributions (Line 11 + line 12)	\$
14	Itemized Expenditures \$20 or More [C.R.S. 1-45-108(1)(a)] (Please list on Schedule "B")	\$
15	Total of Non-Itemized Expenditures (Expenditures of \$19.99 or Less)	\$
16	Loan Repayments Made (Please list on Schedule "C")	\$
17	Returned Contributions (To donor) (Please list on Schedule "D")	\$
18	Total Coordinated Non-Monetary Expenditures (Candidate/Candidate Committee & Political Parties only)	\$
19	Total Monetary Expenditures (Total of lines 14 through 17)	\$
20	Total Spending (Line 18 + line 19)	\$

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

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

Full Name of Committee/Person: _____
 Reporting Period Covered: _____ through _____
Date Date

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

Total Itemized Contributions: _____

PLEASE PRINT/TYPE

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> * \$	6. City/State/Zip: _____
	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> * \$	6. City/State/Zip: _____
	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> * \$	6. City/State/Zip: _____
	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> * \$	6. City/State/Zip: _____
	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____

* 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: _____

Reporting Period Covered: **Through**
date date

Total Itemized Expenditures:

PLEASE PRINT/TYPE

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

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

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

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

Schedule D – Returned Contributions & Expenditures

Full Name of Committee/Person: _____

Reporting Period Covered: **Through**
date date

Total Returned Contributions:

Total Returned Expenditures:

Returned Contributions

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

PLEASE PRINT/TYPE

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: _____

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

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, Sec. 2(5)(a)(II)(III) & Sec. 5(3) & C.R.S. 1-45-108(1)]

Full Name of Committee/Person: _____

PLEASE PRINT/TYPE Reporting Period Covered: _____ through _____ Total Itemized Expenditures: _____

1. <u>Date Provided</u>	4. Name (Last, First): _____
2. <u>Fair Market Value</u> \$	5. Address: _____
3. <u>Aggregate Amt.</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 Amt.</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 Amt.</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 Amt.</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 C.R.S. 1-45-108, 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)]

Electioneering Communications Reporting

- Reporting required by persons spending \$1,000 or more on Electioneering Communications,
- Required to disclose occupation **and** employer for all \$250 or more contributions made by natural persons. (Art. XXVIII, Sec. 6)
- Corporate and Labor Organization funding are prohibited. (Art. XXVIII, Sec. 6)

Prohibitions on next page.

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:	C.R.S. 1-45-108
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. Remember...postmark dates are not recognized.

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. [C.R.S. 1-45-108(1)(a)(IV)(b)]
 - Print or type the address of the financial institution including city, state and zip code.
 - Print or type the Secretary of State issued committee number. This is the committee ID number that was mailed to you shortly after registering with the Secretary of State. If you registered with an election official other than the Secretary of State, you do not file with the Secretary of State's office.
 - Determine what type of report is being filed.
 - **Regularly Scheduled Filings** are normal reporting periods as required in C.R.S. 1-45-108 & C.R.S. 1-45-109 (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), C.R.S. 1-45-106, 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)
- Print or type the Declared Total Spending Limit if applicable. (Art. XXVIII, Sec. 4)
This is only for candidates that have accepted the Voluntary Spending limits.

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.

Colorado Secretary of State
Elections Division
1700 Broadway, Ste. 270
Denver, CO 80290
Ph: (303) 894-2200 x 3
Fax: (303) 869-4861
www.sos.state.co.us



Space Below For Office Use Only

CANDIDATE AFFIDAVIT

[Art. XXVIII, Sec. 2(2) & C.R.S. 1-45-110(1)]

- State Candidates File with the Secretary of State
- County Candidates File with the County Clerk
- School District Candidates File with the County Clerk
- Municipal Candidates File with the Municipal Clerk

This affidavit shall certify that I, _____, a member of the
_____ N/A _____ political party/organization (if applicable), am a candidate
for the _____ election, [Art. XXVIII, Sec. 2(2)] for the office of _____,
(Year)
Ward # _____ (if applicable).

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/City/St/Zip)

Mailing address: _____

Business Phone: _____ Residence Phone: _____

E-Mail Address: _____

STATE OF COLORADO
COUNTY OF _____

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.

Subscribed and affirmed to before me this _____ day of _____, 20_____.

(Seal)

(Notary/Official Signature)

(Commission Expires)

CANDIDATE AFFIDAVIT INSTRUCTIONS

Colorado Constitution Reference: Art. XXVIII, Sec. 2(2)

Colorado Revised Statute: C.R.S. 1-45-110(1)

[Who uses this form?] All Candidates for public office.

[Purpose of form]: This form is to be used by all candidates seeking an elected office.

[Is this form required for all candidate?] YES

[When do I file this form?] Form must be filed with the appropriate election official within ten (10) days of becoming a candidate.

[When do I become a candidate?] You become a candidate when you publicly announce intent to seek public office and thereafter receive a contribution or make an expenditure in support of your candidacy.

Please note Campaign and Political Finance Rule 1.12 states: "Publicly announced an intention to seek election to public office or retention of a judicial office" means that 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. 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 of an intention to seek election or retention."

COMPLETING THE FORM

1. Print or type your name (of candidate) on the first line.
2. Print or type the political affiliation of the candidate, only if seeking a partisan office (has a party identification on the ballot). Do not complete if you are municipal or special district candidate.
3. Print or type the year and office being sought.
4. Indicate the district number of the office being sought, if applicable.
5. Candidate must sign and date the form. **Signature must be notarized.**
6. Print or type the physical address of the candidate.
7. Print or type the mailing address of the candidate if different than physical address.
8. Print or type a telephone number where you may be contacted.
9. Print or type the E-Mail address if you wish to have your E-Mail address made public and to receive electronic notices and correspondence from the City Clerk.
- 10. The remainder of the form must be completed by a Notary Public.**

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Below Space For Office Use Only

COMMITTEE REGISTRATION FORM
(C.R.S. 1-45-108)

Committee Name: _____

Purpose/Office Sought: _____

Check Only One Committee Type:

- Candidate Committee Political Party Small Donor Committee
 Political Committee Issue Committee

Is this an amendment*? YES NO

* Description of what is being amended. Pursuant to Rule 3.1 any changes (including Filing Type) must be reported, with the appropriate officer, within five (5) days by filing an amended committee registration form. _____

Contact Information:

Name of Person Acting As Registered Agent: _____

Address (Physical): _____

Address (Mailing): _____

Telephone No.: _____ E-Mail: _____

Affiliation (if applicable): _____ N/A

Check Only One Filing Type:

- Manual Filer
 Electronic Filer

Check Only One Jurisdiction:

- Federal State County
 Municipal Multi-County
 Other: _____

Authorization

Registered Agent's Signature: _____ Date: _____

Print Candidate Name: _____

Candidate Address (include mailing): _____

Candidate Signature: _____ Date: _____