

# COLORADO CAMPAIGN REFORM ACT INSTRUCTION MANUAL

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## INTRODUCTION

Each election year, my office prepares a manual to assist candidates and treasurers of political committees.

Persons participating in municipal, special district, and recall elections may face filing and reporting requirements for candidacy, political committee organization and reports of campaign contributions and expenditures. This manual is designed to assist all persons involved in the aforementioned elections by providing a copy of the Colorado Campaign Reform Act in its entirety, forms and procedures for compliance with said statute.

The reports filed with the Municipal Clerk or the County Clerk are subject to an office audit. Failure to file required reports can result in civil action, criminal action or disqualification for candidates. These reports are available for public inspection during business hours.

All contributions and expenditures made to or by a candidate or a political committee must be reported within specific reporting periods. There is no limitation on the amount which may be contributed or spent for political campaigns, or by the candidates themselves, or who may contribute funds. The law does, however, prohibit coin and currency cash contributions and expenditures of over \$100.

I hope this pamphlet, which compiles into one place a copy of the Colorado Campaign Reform Act, reporting forms and procedures will help you during the election year.

Sincerely,



Natalie Meyer

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THE COLORADO CAMPAIGN REFORM ACT  
(for Municipal, Recall, Special District and Issue Elections)

The Colorado Campaign Reform Act was initiated to ensure public disclosure and regulate campaign practices which will increase the people's confidence in their elected officials.

**Appropriate Officers – Where to File**

- (1) Candidates and political committees organized to support or oppose a candidate for a municipal office shall file with the municipal clerk;
- (2) Political committees organized to support or oppose a municipal issue, special district issue, or recall election shall file with the county clerk and recorder in which the municipality, special district or office for recall is located. It is the advise of this office that a courtesy copy be filed with the municipal clerk.

**CRA-1 Candidate Affidavit**

A candidate for public office defined by the Colorado Campaign Reform Act is required and is personally responsible for filing a candidate affidavit (CRA-1) within 10 days after becoming a candidate (pursuant to C.R.S 1-45-103[3]), stating that he/she is familiar with the provisions of the Campaign Reform Act.

If a candidate **fails to file** a candidate affidavit pursuant to Title 1, Article 45, it shall result in the **disqualification** of that individual as a candidate, after proper notification.

**CRA-3 POLITICAL COMMITTEES**

The Colorado Campaign Reform Act does not recognize the formation of what has been stereotyped as a "PAC" or defined as a "political action committee", it does however regulate and scrutinize the activities of a political committee.

Political committees are then separated into four categories according to purpose, as the following:

1. candidate political committees (organized for the support/opposition of a candidate);
2. issue political committee (organized for the support/opposition to recalls and other issues);
3. party political committee (organized for the major political parties and other political organizations);
4. multi-purpose (associations, organization, or other groups of persons that are formed for other purposes, but wish to contribute to other municipal political committees).

A political committee must file a committee statement of organization with the appropriate officer within 15 days of opening a bank account and a bank account needs to be open upon the first initial contribution.

All contributions received by a candidate political committee or other political committee must be deposited in a financial institution in a **segregated** account, and include the name of the candidate (if it's a candidate committee) or political committee. The name of the committee must be a complete name; initials and acronyms are not considered a complete name. All funds received or expended must be processed through that bank account.

If a political committee engages in activity on the state, county and municipal levels then reports need to be filed with each entity.

### POLITICAL COMMITTEE REPORTING

The campaign treasurer and candidate (if applicable) are responsible for the accuracy and timeliness of political committee reports. The municipal clerk should be notified in writing immediately of any change regarding the treasurer on file.

You as treasurer and candidate (if applicable) are liable for the submission of the original, amended or delinquent filings for the political committee.

Keep your records in order and try to maintain a very basic type of bookkeeping system (whether it is manual or on computer). If your records are accurate and complete, then reports filed with the appropriate officer should be in compliance with the requirements of the Colorado Campaign Reform Act. To assist you with basic bookkeeping we have included in this instruction manual the forms you can use to establish contribution and expenditure records.

Political committees shall file a report of contributions and expenditures 11 days before an election and 30 days after an election. Pre-election reports shall cover from the cut off period of the last reporting cycle up to the 16th day before the election. Post-election reports shall cover from the 15th day before the election through midnight of the 25th day after that election (the appropriate officer should be able to tell you exact reporting dates).

Contributions and expenditures shall be reported within the reporting period they are received/receivable and made/incurred; and shall be reported on a CRA-4 form (see special instructions). Do not submit a continuous list from one reporting period into another. Each reporting period is to be reported separately and the chance of duplication is possible.

All contributions are reportable, contributions in excess of \$25 are to be itemized and listed either in chronological order by date of receipt or by the contributor's name on "Schedule A".

If any requirements by statute is missing from the itemization schedule, the report shall be deemed incomplete and returned to the treasurer of record for correction.

Contributions in kind are items that are of real or personal property and can be returned to the original donor. In determining the value of a contribution in kind use a fair market value.

All expenditures are reportable, expenditures in excess of \$25 shall be itemized and listed by name, address (number, street, city, state & zip), date, amount and purpose of the expenditure on "Schedule B".

If any requirements by statute is missing from the itemization schedule for expenditures, the report shall be deemed incomplete and returned to the treasurer of record for correction.

Campaign treasurers that have a balance or a deficit still have a filing responsibility even after the post-election report. The annual up-date report will cover the period of time from when your books closed 25 days after the election through the next calendar year (approximately 13 months). However, you can terminate the committee at any time if the loans are paid or forgiven, there are no outstanding balances and the bank account has been closed.

Unexpended funds for non-partisan may be contributed to any non-profit or charitable organization or to the state or any political subdivision, but not to any political party or candidate.

All records of contributions and expenditures shall be maintained for sixty days after the submission of the final report (bank account has been closed and no outstanding bills or loans) unless a complaint is filed, in which case all records shall be maintained until final disposition of the complaint and any consequent litigation.

#### CORPORATE CONTRIBUTIONS

Corporations that solely make a contribution or contribution in kind to a political committee to support or oppose a candidate for public office or to influence the passage or defeat of an issue are not considered a political committee. Therefore, the disclosing responsibility is that of the political committee in receipt of said contribution or contribution in kind.

#### SINGLE INDIVIDUAL, PARTNERSHIP, ASSOCIATION, LABOR ORGANIZATION, OR OTHER ORGANIZATIONS

A single individual, partnership, association, corporation, labor organization, or other organizations solely making a contribution or contribution in kind to a political committee to support or oppose a candidate for public office or to influence the passage or defeat of an issue are not considered a political committee. Therefore, the disclosing responsibility is that of the political committee in receipt of the contribution or contribution in kind.

If any of the aforementioned entities give a contribution or contribution in kind to a political committee and solicit contributions or contributions in kind from any other "person" (pursuant to C.R.S. 1-45-103 [9]) on behalf of that political committee, or provide independent expenditures (i.e., printing, billboards, or advertising) on behalf of that political committee; then the person providing those services is also construed to be a political committee and shall comply with the reporting requirements of a political committee.

"Person(s)", that accept contributions, contributions in kind or receive ear-marked funds on behalf of another "person" and in turn transfer said contributions, contributions in kind or ear-marked funds to a political committee are then within the realm of being a political committee themselves. Therefore, the "person" who accepted the original contribution, contribution in kind or ear-marked fund shall file as a political committee pursuant to the Colorado Campaign Reform Act.

or

"Person(s)" that accept contributions or contributions in kind from any person through donations, events (dinner, luncheons, rallies) or other fund-raising events and those contributions or contributions in kind raised are intended to be given to another organization or group of persons who in turn re-distribute or contributes those funds or in kind donations to one or more candidates or political committees shall file a CRA-4D (fundraising event form) to meet the requirements of the Campaign Reform Act. This provision also applies to any organization or group of persons for each contribution or contribution in kind which exceeds \$25 if such contribution or contribution in kind is intended to be given to another organization or group of persons which in turn then distributes those contributions or contributions in kind to one or more candidates or political committees.

#### INDEPENDENT EXPENDITURES

If a "person" makes expenditures directly or indirectly in an aggregate amount exceeding one hundred dollars in support of or in opposition to any specific candidate or issue, other than by giving a contribution or contribution in kind to a political committee, that "person" shall file an independent expenditure form (CRA-5).

#### A CANDIDATE WHO DOES NOT ACCEPT CONTRIBUTIONS, BUT MAKE EXPENDITURES

A candidate who does not accept any contributions or contributions in kind, but does however expend his/her own personal funds on campaign expenses shall file a statement of expenditures (CRA-4B).

#### RECALL COMMITTEES

Any political committee whose purpose is the recall of any state, county, municipal, special district, or school district elected officer must file a report of contributions and expenditures within 15 days after filing the statement of organization and every 30 days thereafter until the date of the recall election has been established. The committee then must file 11 days prior and 30 days after the election. The report reflects the status of the committee 16 days before and 25 days after the elections.

If a political committee is formed to oppose the recall issue, the committee must abide by the same filing requirements as a committee formed for the purpose of supporting the recall.

Officeholders for the office to be recalled are required to file. All state, legislative and judicial district recall committees file with the Secretary of State. All county, municipal and school district recall committees file with the County Clerk and Recorder. Municipal recall committees may file a duplicate report with the Municipal Clerk.

#### CAMPAIGN MATERIAL IDENTIFICATION (CRS 1-13-108)

Pursuant to C.R.S. 1-13-108, campaign material should have a disclaimer, it must be clearly set apart from the text and identify the name of person(s) as sponsors responsible for the publication/or printing; the name of the president, chairman, treasurer or other responsible official.

Statute states any person may file an affidavit with the district attorney or attorney general stating the name of any person who has violated any of the provisions of the election code and state the facts which constitute the alleged offense.



STATE AND POLITICAL SUBDIVISIONS (REVIEW C.R.S. 1-45-116 IN ITS' ENTIRETY)

It is prohibited that any agency, department, board, division, bureau, commission, or council of the state or any political subdivision thereof make any contribution or contribution in kind to an individual seeking public office; nor shall any such entity expend any public moneys from any source, or make any contributions in kind, to urge electors to vote in favor of or against any issue before the electorate. However, a member or employee of any such entity who has policymaking responsibilities may expend no more than \$50 of public moneys in the form of a letter, telephone call or other activities which would make himself available to the press or the general public on response to any such issue or to express his opinion on any such issue.

Nothing in the aforementioned shall be construed as prohibiting any agency, department, board, division, bureau, commission, or council of the state or any political subdivision thereof from expending public moneys or making contributions in kind to dispense a factual summary, which shall include arguments both for and against the proposal, on any issue of official concern before the electorate, such summary shall not contain a conclusion or opinion in favor of or against any particular issue addressed by the summary.

**THE COLORADO CAMPAIGN REFORM ACT  
(PRIMARY AND GENERAL ELECTIONS)**

The Colorado Campaign Reform Act was initiated to ensure public disclosure and regulate campaign practices which will increase the people's confidence in their elected officials.

**"WHERE DO I FILE?"**

**Appropriate Officer (Filing Officer):**

(1) Candidates and political committees for state-wide and district offices and issues to be voted upon at a Primary or General Election, file with the Secretary of State:

Governor	General Assembly (Senate/House)
Lt. Governor	District Attorney
Secretary of State	Supreme Court Justices
State Treasurer	Court of Appeals Judges
Attorney General	District Court Judges
St. Bd. of Education	Moffat Tunnel
Regents, Univ. of Colo.	RTD Board of Directors
Statewide Issue/Referendum Committees	

(2) Candidates and political committees for county office and county issues file with the county clerk and recorder of that county (multi-county issues file with the county clerk in each county involved):

Commissioner	Sheriff
Clerk & Recorder	Surveyor
Treasurer	Coroner
Assessor	County Court Judges
County Issue Committees	

**Candidates:**

A candidate for public office pursuant to the Campaign Reform Act is required and **personally** responsible for filing a candidate affidavit (CRA-1 form) within 10 days after becoming a candidate (see CRS 1-45-103[3]), indicating that he/she is familiar with the provisions of the Campaign Reform Act.

If a candidate fails to file a candidate affidavit, it shall result in the disqualification of that individual as a candidate after proper notification.

Candidates that file with the **secretary of state** shall also file a personal financial disclosure statement (FD-1 form). **The disclosure is due 10 days after filing the aforementioned candidate affidavit.** The personal financial disclosure statement shall include information regarding income sources, assets, liabilities, real estate, etc.

A candidate who fails to file a personal financial disclosure statement pursuant to Title 1, Article 45, is subject to **disqualification** as a candidate after proper notification.

Amendments to the personal financial disclosure statements shall be filed no later than 30 days after the change occurs. To up-date this statement use the FD-2 form.

### **Political Committees:**

The Colorado Campaign Reform Act does not recognize the formation of what has been branded "PAC" or "Political Action Committee", it does however regulate and scrutinize the activities of a political committee.

Political committees are then separated into four different structures, according to their purposes:

1. **candidate** - organized for the support or opposition of candidate(s);
2. **issue** - organized for the support or opposition of a specific issue that could be submitted to the electors for their approval or rejection. **A recall of any officer as provided by law is also considered an issue election;**
3. **multi-purpose** - associations, organizations, other groups of persons or corporations that have a separate political education or political action fund that is organized for the support or opposition of a candidate or issue.
4. **party** - organized for the support or opposition of specific major party or political organization candidates.

The committee statement of organization shall be filed within 15 days of opening a bank account. Contributions shall be deposited in a segregated bank account and the account shall include the name of the candidate (for a candidate committee) or the name of the organization for other committees; **initials and acronyms are not considered a complete**

name. All funds received or expended shall be processed through that bank account.

If a political committee engages in activity on both state and county level, the treasurer shall file the required reports with both state and county officials.

A political committee supporting or opposing an issue which makes contributions or contributions in kind or makes expenditures that does not exceed an aggregate of **\$250 during a calendar year** are not subject to the disclosing requirements for contributions and expenditures, however they are not exempt from filing a committee statement of organization (CRS 1-45-104[4]).

Political committees that are not supporting or opposing a statewide issue, but are supporting or opposing issues in a political subdivision which contain territory in more than one county, file with the county clerk of each such county.

#### "I'M A POLITICAL TREASURER - NOW WHAT?"

The campaign treasurer is responsible for the accuracy and timeliness of political committee reports. This office should be notified in writing immediately of any change regarding the treasurer on file with this office and if you resign the position a copy of the resignation should be sent to this office.

You as treasurer are liable for the submission of the original, amended or delinquent filings for the political committee. Only the treasurer of record shall be allowed to sign the committee statement of organization, reports of contributions and expenditures and reports of major contributor filed with the appropriate officer otherwise the report shall be deemed incomplete and returned for correction.

Keep your records in order and try to maintain a very basic type of bookkeeping system (whether it is manual or on computer). If your records are accurate and complete, then reports filed with the appropriate officer should be in compliance with the requirements of the Colorado Campaign Reform Act. To assist you with basic bookkeeping we have included in this instruction manual forms you can use to establish contribution and expenditure records.

All records of contributions and expenditures shall be maintained for sixty days after the submission of the final report (bank account has been closed and no outstanding bills or loans) unless a complaint is filed, in which case all records shall be maintained until final disposition of the complaint and any consequent litigation.

"WHO CAN CONTRIBUTE AND DO I HAVE TO DISCLOSE?"

CORPORATIONS:

Corporations that solely make a contribution or contribution in kind to a political committee to support or oppose a candidate for public office or to influence the passage or defeat of an issue are not considered a political committee. Therefore, the disclosing responsibility is that of the political committee in receipt of the contribution or contribution in kind.

SINGLE INDIVIDUAL, PARTNERSHIP, ASSOCIATION, LABOR ORGANIZATION, OR OTHER ORGANIZATIONS:

A single individual, partnership, association, corporation, labor organization, or other organizations solely making a contribution or contribution in kind to a political committee to support or oppose a candidate for public office or to influence the passage or defeat of an issue are not considered a political committee. Therefore, the disclosing responsibility is that of the political committee in receipt of the contribution or contribution in kind.

MORE THAN A CONTRIBUTION OR CONTRIBUTION IN KIND:

If any of the aforementioned entities give a contribution or contribution in kind to a political committee and solicit contributions or contributions in kind from other "persons" (see CRS 1-45-103[9]) on behalf of that political committee, or provide independent expenditures (printing, billboards, advertising, etc.) on behalf of that political committee; then the "person" providing these services is also construed to be a political committee and shall comply with the reporting requirements of a political committee.

"Person(s)" that accept contributions, contributions in kind (CRS 1-45-103[4][5]) or received ear-marked funds on behalf of another "person" and in turn transfer those contributions, contributions in kind or ear-marked funds to a political committee are within the realm of being a political committee themselves. Therefore, the "person" who accepted the original contribution, contribution in kind or ear-marked fund shall file as a political committee pursuant to the Colorado Campaign Reform Act.

or

"Person(s)" that accept contributions or contributions in kind from any person through donations, events (dinners, luncheons, rallies) or

other fund-raising events and those contributions or contributions in kind raised are intended to be given to another organization or group of persons who in turn re-distribute or contributes those funds or in kind donations to one or more candidates or political committees shall file a CRA-4D (fundraising event form) to meet the requirements of the Campaign Reform Act. This provision also applies to any organization or group of persons for each contribution or contribution in kind which exceeds \$25 if such contribution or contribution in kind is intended to be given to another organization or group of persons which in turn then distributes those contributions or contributions in kind to one or more candidates or political committees.

INDEPENDENT EXPENDITURES ON BEHALF OF A POLITICAL COMMITTEE:

If a "person" makes expenditures directly or indirectly in an aggregate amount exceeding one hundred dollars in support of or in opposition to any specific candidate or issue, other than by giving that political committee a contribution or contribution in kind; that "person" shall have to file a independent expenditure form (CRA-5).

**"IDENTIFY YOUR CAMPAIGN MATERIAL"**

All campaign material should have a disclaimer. The disclaimer must be clearly set apart from the text and identify the name of the "person(s)" as sponsors responsible for the material, such as the name of the president, chairman, treasurer or other responsible official.

Examples of campaign material:

cards	pamphlets
circulars	posters
buttons	bumper stickers
advertisements	or other material in writing.

If identification does not appear on campaign material it is an election offense (CRS 1-13-108). Any person may file an affidavit stating the name of any "person(s)" who have violated this provision and the facts which constitute the alleged offense with the district attorney or the attorney general.

## "HOW DO POLITICAL COMMITTEES DISCLOSE CONTRIBUTIONS & EXPENDITURES?"

Candidates and all other political committees shall file a report of contributions and expenditures 11 days before an election and 30 days after an election. Pre-election reports shall cover from the cut-off period of the last reporting cycle up to the 16th day before the election and post election reports shall cover from the 15th day before the election thru midnight of the 25th day after that election (see calendar for specific dates and dead-lines).

Contributions and expenditures shall be reported within the reporting period they are received/receivable and made/incurred. Do not submit a continuous list from one reporting period into another, the chance of duplication is feasible.

All contributions in excess of \$25 are to be itemized and listed either in chronological order by date of receipt or by the contributor's name. Each itemized entity shall contain the following information:

1. contributor's complete name;
2. contributor's address (number, street, city, state and zip);
3. date contribution received;
4. amount of contribution;
5. non-itemized (\$25 and below) will be listed in total.

If any requirement is missing from the itemization of contributions, the report will be deemed incomplete and returned to the treasurer of recorder for correction.

Contributions in kind are items that are of real or personal property and can be returned to the original contributor for their reuse. In determining the value of a contribution in kind use a reasonable estimate of the fair market value.

All expenditures in excess of \$25 shall be itemized and listed by the name, address (number, street, city, state & zip), date, amount and purpose of the expenditure. Non-itemized (\$25 and below) will be listed in total.

If any requirement is missing from the itemization of a expenditures, the report will be deemed incomplete and returned to the treasurer of record for correction.

Attached list of contributions and expenditures to the original report of contributions and expenditures (CRA-4) shall be submitted on 8 1/2 X 11 inch size paper only and are to be originals (No transparent or onion skin type of paper).

**" I HAVE NO CANDIDATE COMMITTEE BUT I DO MAKE EXPENDITURES"**

A candidate who does not accept any contributions or contributions in kind, but expends personal funds on behalf of his/her candidacy shall file a statement of expenditure (CRA-4B).

**"THE ELECTION IS OVER – NOW WHAT?"**

Campaign treasurers of candidate and other political committees that have an unexpended balance or an expenditure deficit still have a filing responsibility after the election is over. You will have an annual up-date report due, covering the period of time your books closed on the post general election report thru December 31st of the next year (approximately 13 months). The annual up-date report is due January 15th. Political committees can terminate at any time, as long as the bills are paid in full (including loans) and the bank account has been closed; at that time file your termination report.

Unexpended campaign funds may be contributed to other political committees with some restrictions or the funds may remain in the bank account for future elections.

Upon approval of the candidate or political committee unexpended campaign funds may be contributed to the following:

1. A political committee on file with the secretary of state, county clerk or municipal clerk;
2. Funds may be contributed to the county or state central committee of that candidate's party.

Before funds are contributed, it is advisable to inquire with the appropriate officer if the political committee is on file.

**"THE ELECTION IS OVER AND I'M AN OFFICER-HOLDER – WHAT DO I DISCLOSE?"**

As a newly elected officer holder, you shall have to meet the requirements of C.R.S. 24-6-202(2); the personal financial disclosure statement is the same as when you were a candidate but is due January 10th of the ensuing year. You will be required to file another personal financial disclosure statement to meet the requirements for you as an officer-holder. Once this file has been established then it will be



possible for you to file the up-date form (FD-2). Annual income tax statements are not a requirement, merely an option, yet it does not meet all requirements of Title 24, Article 6, therefore, it is still necessary to complete some portions of the the financial statement anyway.

An Incumbent that has been re-elected or an elected candidate in addition to filing a personal financial disclosure shall also file an honorarium report which is due January 15th of the ensuing year. The honorarium should include all contributions or contributions in kind you received **personally** (has nothing to do with your committee) from any "person", for payment of your public services or to help defray your expenses which are not covered by your official compensation. Honorariums are filed on a CRA-7 form.

REPORTING CALENDAR

Candidate Affidavit:

Due 10 days after announcement

Personal Financial Disclosure Statement:

Due 10 days after filing Candidate Affidavit (State Candidates Only)

Committee Statement of Organization:

Due 15 days after opening a bank account

CONTRIBUTIONS & EXPENDITURE STATEMENTS & INDEPENDENT EXPENDITURES REPORTS:

Pre-Election Reports - Due 11 Days before election

Post-Election Reports - Due 30 Days after election

MAJOR CONTRIBUTOR REPORTS (1990 ELECTION):

Pre-Election Reporting Only- DUE WITHIN 48 HOURS OF RECEIPT OF THE  
CONTRIBUTION OR CONTRIBUTION IN KIND



COMMITTEE STATEMENT OF ORGANIZATION

(File with the appropriate officer within 15 days of opening bank account)

FULL NAME OF COMMITTEE (NO ACRONYMS OR INITIALS)

ADDRESS OF COMMITTEE

MAILING ADDRESS (if different from above)

NAME OF TREASURER

TREASURER'S ADDRESS

TREASURER'S MAILING ADDRESS (if different from above)

TREASURER'S TELEPHONE NUMBER

TYPE OF POLITICAL COMMITTEE:

Candidate                       Issue                       Party                       Multi-purpose

NAME AND ADDRESS OF FINANCIAL INSTITUTION WHERE FUNDS SHALL BE DEPOSITED:

(1)

(2)

STATE PURPOSE OF COMMITTEE

If committee was formed to support/oppose a candidate then identify said candidate(s) or if the committee was formed to support/oppose an issue identify said issue and what position the committee is taking.

Signature of Treasurer

Date

**CAMPAIGN REFORM REPORTING INSTRUCTIONS**  
**FOR**  
**THE REPORT OF CONTRIBUTIONS AND EXPENDITURES - CRA-4 FORM**

**LINE BY LINE INSTRUCTIONS:**

The Detailed Summary Page should be completed before completing the Summary Page.

**LINE 1** Please use the full name of the committee and address as on file with the appropriate officer.

**LINE 2** Enter the CRA Identification number assigned to the committee. The treasurer of record will be sent the CRA identification number when a committee statement of organization is filed with the appropriate officer (identification numbers are only applicable to offices that have Campaign Reform Act finance reports on computer).

**LINE 3** Enter the name of the financial institution where contributions are deposited for said committee and the bank account number.

**LINE 4** Check ( ) the appropriate box for the "Type of Report". If the report is a 11 day Pre-election or 30 day Post-election Report, supply the type of election (primary, general, special, recall, school, etc.), and the date of the election.

**LINE 5** Enter the reporting period dates covered by this report. All activity from the ending coverage date of the last report filed must be included.

**LINE 6(a)** Enter the beginning balance or deficit in existence at the beginning of the reporting period.

**LINE 6(b)** Transfer amount from line 13 to Column A on line 6(b)

**LINE 6(c)** Transfer amount from line <sup>19</sup>20 to Column A on line 6(c)

**LINE 6(d)** Transfer amount from line <sup>23</sup>24 to Column A on line 6(d).

**LINE 7(a)** Enter the total amount of Itemized contributions on line 7(a). For each person who provides any monetary contribution in excess of \$25 for the reporting period, the committee shall provide on Schedule A the name, address, date and amount of each contribution.

**LINE 7(b)** Enter the total amount of non-Itemized monetary contributions (not in excess of \$25). This lump sum should appear on Schedule A and should be indicated as "Non-Itemized Contributions".

**LINE 8** Enter the total amount of funds received through transfers from another committee on line 8. For each person who provides a transfer of funds in excess of \$25 for the reporting period, the committee must provide on Schedule A the name, address, date and amount of each transfer \$25. Transfers not in excess of \$25 for the reporting period shall appear in one lump sum on Schedule A and should be indicated as "Non-Itemized Transfers".

**LINE 9(a)** Enter the total amount of pledges received by the committee on line 9(a). For each person who sends pledge money in excess of \$25 for the reporting period, the committee shall provide on Schedule A the name, address, date and amount of each pledge received.

**LINE 9(b)** Enter total amount of pledges that have not been received by the committee on line 9(b). For each person who has made a pledge in excess of \$25 for the reporting period, the committee shall provide on Schedule A the name, address, date of pledge and amount and indicate pledge not received. Pledges not in excess of \$25 for the reporting period should appear in one lump sum on Schedule A and should be indicated as "Pledges Not Received".

**LINE 10(a)** Enter total amount of loans received by the committee on line 10(a). For each loan acquired by the committee in excess of \$25 for the reporting period, the committee shall provide on Schedule A the name of the person, address, date of loan, amount of loan and balance owing. Indicate contribution is a "Loan" on Schedule A.

**LINE 10(b)** Enter total amount of loans acquired by the committee not in excess of \$25 for the reporting period on 10(b). Loans not in excess of \$25 for the reporting period should appear in one lump sum on Schedule A and indication should be as "Non-Itemized Loans".

**LINE 11(a)** Enter the total amount of offsets to operating expenditures (including refunds, rebates, and returns of deposits) on line 11(a). For each person who provides rebates, refunds and other offsets to operating expenditures in excess of \$25 for the reporting period, the committee must provide on Schedule A the identification of the person, date and amount of each receipt. Offsets to operating expenditures not in excess of \$25 for the reporting period should appear in one lump sum on Schedule A and indication should be as "Non-Itemized offsets to operating expenditures".

**LINE 11(b)** Enter the total amount of offsets to operating expenditures which are items purchased for the committee by another person and given to the committee for its' use (stamps, sign material, envelopes, etc) on line 11(b). For each person who provides such items assess a fair market value to those offsets and itemize such offsets in excess of \$25 for the reporting period, the committee must provide on Schedule A the identification of the person, date, item and amount of each offset. "Item" offsets that are not in excess of \$25 for the reporting period should appear in one lump sum on Schedule A and indication should be as "Non-Itemized (item) offsets to operating expenditures".

**LINE 12** Enter the total amount of other receipts (dividends and interest) on line 12. For each person who provides any dividends, interest or other receipts in excess of \$25 for the reporting period, the committee shall provide on Schedule A the identification of the person, the date and amount of each receipt. Receipts no in excess of \$25 for the reporting period should appear in one lump sum on Schedule A and indication should be a "Non-Itemized receipts".

**LINE 13** For total Contributions add lines 7(a)(b), 8, 9(a), 10(a)(b), 11(a), and 12, enter that figure on Line 13.

**LINE 14(a)** Enter the total amount of itemized contributions in-kind on line 14. For each person who provides contributions in-kind in excess of \$100 for the reporting period, the committee shall provide on Schedule A the identification of the person, the date and the amount of each contribution in-kind. A contribution in-kind is a gift or loan of real or personal property, other than money and shall have a fair market value assessed.

**LINE 14(b)** Enter the total amount of non-Itemized contributions in-kind on line 15. The total amount of non-Itemized contributions in-kind should appear on Schedule A and indicate "Non-Itemized Contributions".

LINE 15(a) Enter the total amount of itemized expenditures on line 15(a). For each person receiving payments for expenditures in excess of \$25 for the reporting period, the committee shall provide on Schedule B the full name and address, date, amount and purpose of the expenditure.

LINE 15(b) Enter the total amount of non-itemized expenditures on line 15(b). The total amount of non-itemized expenditures should appear on Schedule B and should be indicated as "Non-Itemized Expenditures".

LINE 16 Enter the total amount of Transfers or Contribution to other political committees. These transfers or contributions must be itemized on Schedule B for each transfer or contribution in excess of \$25 for the reporting period. For each transfer or contribution itemized, provide the full name of the political committee, address, amount, date and state that the purpose of the disbursement is a "transfer or contribution". Transfers or contributions not in excess of \$25 during the reporting shall be shown in a lump sum on Schedule B and indicated as "Non-itemized transfer or contribution".

LINE 17 Enter the total amount of loan repayments made on line 17. All loan repayments in excess of \$25 must be itemized on Schedule B. For each person who receives a loan repayment, provide full name, address, date, amount, disposition of loan and state that the purpose of the disbursement is a "loan repayment".

LINE 18 Enter the total amount of payments made to initiative/referendum petition circulators. All payments must be itemized on Schedule B for each payment in excess of \$25 for the reporting period. For each payment itemized, provide the full name of the circulator, address, amount, date and state that the purpose of the disbursement is "circulator payment". All payments not in excess of \$25 for the reporting period shall be shown in a lump sum on Schedule B and indicates as "Non-itemized petition circulator payments".

LINE 19 For total expenditures add the totals from lines, 15(a)(b), 16, 17, and 18, then enter that amount on Line 19.

LINE 20 Enter the total beginning balance or deficit for the beginning of the reporting period.

LINE 21 Enter the total amount as reported on Line 10.

LINE 22 Enter the total amount as reported on Line 19.

LINE 23 Add lines 20 and 21, then subtract line 22 and the amount is the new ending cash balance or deficit for this reporting period. This figure will now become the beginning balance or deficit for the next reporting period.

**REPORT OF CONTRIBUTIONS AND EXPENDITURES**

Colorado Campaign Reform Reporting Form for Political Committees

1. NAME OF COMMITTEE \_\_\_\_\_

ADDRESS \_\_\_\_\_

2. CRA IDENTIFICATION NO. \_\_\_\_\_

CITY, STATE AND ZIP CODE \_\_\_\_\_

3. NAME OF BANK & ACCT. NO. \_\_\_\_\_

**4. TYPE OF REPORT**

- a.  Pre \_\_\_\_\_ Report \_\_\_\_\_ 19\_\_
- Post \_\_\_\_\_ Report \_\_\_\_\_ 19\_\_
- Pre \_\_\_\_\_ Report \_\_\_\_\_ 19\_\_
- Post \_\_\_\_\_ Report \_\_\_\_\_ 19\_\_
- ANNUAL REPORT FOR ELECTION YEAR \_\_\_\_\_

Amended Report For: \_\_\_\_\_

Termination Report For Election Year \_\_\_\_\_

**5. SUMMARY**

Rept Period Covered _____ to _____	COLUMN A This Report	COLUMN B Accumulative Total
6(a) Beginning Balance or Deficit	\$ _____	XXXXXXXXXXXXXXXXXXXXXX
(b) TOTAL CONTRIBUTIONS	\$ _____	\$ _____
(c) TOTAL EXPENDITURES	\$ _____	\$ _____
(d) ENDING BALANCE or DEFICIT	\$ _____	XXXXXXXXXXXXXXXXXXXXXX

I certify that I have examined this Report and to the best of my knowledge and belief it is true, correct and complete.

\_\_\_\_\_  
(Type or Print Name of Treasurer)

\_\_\_\_\_  
Signature of Treasurer

\_\_\_\_\_  
Date

NOTE: Submission of false, erroneous, or incomplete information may be subject to C.R.S. 1-45-121.



DETAILED SUMMARY PAGE

I. CONTRIBUTIONS- USE SCHEDULE A

(7) Contributions (Other than Loans)

(a) Total Itemized \$ \_\_\_\_\_  
(b) Total Non-Itemized \$ \_\_\_\_\_

(8) Transfers of Funds from other Accts. \$ \_\_\_\_\_

(9) Pledges

(a) Received \$ \_\_\_\_\_  
(b) Receivable \$ \_\_\_\_\_

(10) Loans

(a) Itemized \$ \_\_\_\_\_  
(b) Non-Itemized \$ \_\_\_\_\_

(11) Offsets To Operating Expenditures

(a) refunds, rebates, etc. \$ \_\_\_\_\_  
(b) Other person purchase of stamps,  
sign material or items not returnable \$ \_\_\_\_\_

(12) Other Contributions (dividends, interest) \$ \_\_\_\_\_

(13) TOTAL CONTRIBUTIONS \$ \_\_\_\_\_

(14) Contributions In-Kind

(a) Itemized \$ \_\_\_\_\_  
(b) Non-Itemized \$ \_\_\_\_\_

II. EXPENDITURES - USE SCHEDULE B

(15) Expenditures:

(a) Itemized \$ \_\_\_\_\_  
(b) Non-Itemized \$ \_\_\_\_\_

(16) Transfers to Other Political Committee(s) \$ \_\_\_\_\_

(17) Loan Repayments \$ \_\_\_\_\_

(18) Payments to Circulators (Issue Committees Only) \$ \_\_\_\_\_

(19) TOTAL EXPENDITURES \$ \_\_\_\_\_

III. CASH FLOW

(20) BEGINNING BALANCE/DEFICIT \$ \_\_\_\_\_ (+ or -)

(21) TOTAL CONTRIBUTIONS (Line 13) \$ \_\_\_\_\_ (+)

(22) TOTAL EXPENDITURES (Line 19) \$ \_\_\_\_\_ (-)

(23) ENDING CASH BALANCE/DEFICIT \$ \_\_\_\_\_

**REPORT OF CONTRIBUTIONS AND EXPENDITURES**  
 Colorado Campaign Reform Reporting Form for Political Committees

1. NAME OF COMMITTEE

ADDRESS

2. CRA IDENTIFICATION NO.

CITY, STATE AND ZIP CODE

3. NAME OF BANK & ACCT. NO.

4. TYPE OF REPORT

- a.  Pre \_\_\_\_\_ Report \_\_\_\_\_ 19\_\_  
 Post \_\_\_\_\_ Report \_\_\_\_\_ 19\_\_  
 Pre \_\_\_\_\_ Report \_\_\_\_\_ 19\_\_  
 Post \_\_\_\_\_ Report \_\_\_\_\_ 19\_\_  
 ANNUAL REPORT FOR ELECTION YEAR \_\_\_\_\_

Amended Report For:  
 \_\_\_\_\_

Termination Report For  
 Election Year \_\_\_\_\_

5. SUMMARY

Rept Period Covered \_\_\_\_\_ to \_\_\_\_\_

COLUMN A  
This Report

COLUMN B  
Accumulative Total

6(a) Beginning Balance or Deficit	\$ _____	XXXXXXXXXXXXXXXXXXXX
(b) TOTAL CONTRIBUTIONS	\$ _____	\$ _____
(c) TOTAL EXPENDITURES	\$ _____	\$ _____
(d) ENDING BALANCE or DEFICIT	\$ _____	XXXXXXXXXXXXXXXXXXXX

I certify that I have examined this Report and to the best of my knowledge and belief it is true, correct and complete.

(Type or Print Name of Treasurer)

Signature of Treasurer

Date

NOTE: Submission of false, erroneous, or incomplete information may be subject to C.R.S. 1-45-121.

DETAILED SUMMARY PAGE

I. CONTRIBUTIONS- USE SCHEDULE A

(7) Contributions (Other than Loans)			
(a) Total Itemized	\$	_____	
(b) Total Non-Itemized	\$	_____	
(8) Transfers of Funds from other Accts.	\$	_____	
(9) Pledges			
(a) Received	\$	_____	
(b) Receivable			\$ _____
(10) Loans			
(a) Itemized	\$	_____	
(b) Non-Itemized	\$	_____	
(11) Offsets To Operating Expenditures			
(a) refunds, rebates, etc.	\$	_____	
(b) Other person purchase of stamps, sign material or Items not returnable			\$ _____
(12) Other Contributions (dividends, interest)	\$	_____	
(13) TOTAL CONTRIBUTIONS	\$	_____	
(14) Contributions In-Kind			
(a) Itemized			\$ _____
(b) Non-Itemized			\$ _____

II. EXPENDITURES - USE SCHEDULE B

(15) Expenditures:			
(a) Itemized	\$	_____	
(b) Non-Itemized	\$	_____	
(16) Transfers to Other Political Committee(s)	\$	_____	
(17) Loan Repayments	\$	_____	
(18) Payments to Circulators (Issue Committees Only)	\$	_____	
(19) TOTAL EXPENDITURES	\$	_____	

III. CASH FLOW

(20) BEGINNING BALANCE/DEFICIT	\$	_____	(+ or -)
(21) TOTAL CONTRIBUTIONS (Line 13)	\$	_____	(+)
(22) TOTAL EXPENDITURES (Line 19)	\$	_____	(-)
(23) ENDING CASH BALANCE/DEFICIT			\$ _____

**REPORT OF CONTRIBUTIONS AND EXPENDITURES**  
 Colorado Campaign Reform Reporting Form for Political Committees

1. NAME OF COMMITTEE

ADDRESS _____	2. CRA IDENTIFICATION NO. _____
CITY, STATE AND ZIP CODE _____	3. NAME OF BANK & ACCT. NO. _____

4. TYPE OF REPORT

a. <input type="checkbox"/> Pre _____ Report _____ 19__	Amended Report For: _____
<input type="checkbox"/> Post _____ Report _____ 19__	
<input type="checkbox"/> Pre _____ Report _____ 19__	<input type="checkbox"/> Termination Report For Election Year _____
<input type="checkbox"/> Post _____ Report _____ 19__	
<input type="checkbox"/> ANNUAL REPORT FOR ELECTION YEAR _____	

5. SUMMARY Rept Period Covered _____ to _____	COLUMN A This Report	COLUMN B Accumulative Total
6(a) Beginning Balance or Deficit	\$ _____	XXXXXXXXXXXXXXXXXXXXXX
(b) TOTAL CONTRIBUTIONS	\$ _____	\$ _____
(c) TOTAL EXPENDITURES	\$ _____	\$ _____
(d) ENDING BALANCE or DEFICIT	\$ _____	XXXXXXXXXXXXXXXXXXXXXX

I certify that I have examined this Report and to the best of my knowledge and belief it is true, correct and complete.

\_\_\_\_\_  
 (Type or Print Name of Treasurer)

\_\_\_\_\_  
 Signature of Treasurer

\_\_\_\_\_  
 Date

NOTE: Submission of false, erroneous, or incomplete information may be subject to C.R.S. 1-45-121.

DETAILED SUMMARY PAGE

I. CONTRIBUTIONS- USE SCHEDULE A

(7) Contributions (Other than Loans)

(a) Total Itemized \$ \_\_\_\_\_  
(b) Total Non-Itemized \$ \_\_\_\_\_

(8) Transfers of Funds from other Accts. \$ \_\_\_\_\_

(9) Pledges

(a) Received \$ \_\_\_\_\_  
(b) Receivable \$ \_\_\_\_\_

(10) Loans

(a) Itemized \$ \_\_\_\_\_  
(b) Non-Itemized \$ \_\_\_\_\_

(11) Offsets To Operating Expenditures

(a) refunds, rebates, etc. \$ \_\_\_\_\_  
(b) Other person purchase of stamps,  
sign material or items not returnable \$ \_\_\_\_\_

(12) Other Contributions (dividends, interest) \$ \_\_\_\_\_

(13) TOTAL CONTRIBUTIONS \$ \_\_\_\_\_

(14) Contributions In-Kind

(a) Itemized \$ \_\_\_\_\_  
(b) Non-Itemized \$ \_\_\_\_\_

II. EXPENDITURES - USE SCHEDULE B

(15) Expenditures:

(a) Itemized \$ \_\_\_\_\_  
(b) Non-Itemized \$ \_\_\_\_\_

(16) Transfers to Other Political Committee(s) \$ \_\_\_\_\_

(17) Loan Repayments \$ \_\_\_\_\_

(18) Payments to Circulators (Issue Committees Only) \$ \_\_\_\_\_

(19) TOTAL EXPENDITURES \$ \_\_\_\_\_

III. CASH FLOW

(20) BEGINNING BALANCE/DEFICIT \$ \_\_\_\_\_ (+ or -)

(21) TOTAL CONTRIBUTIONS (Line 13) \$ \_\_\_\_\_ (+)

(22) TOTAL EXPENDITURES (Line 19) \$ \_\_\_\_\_ (-)

(23) ENDING CASH BALANCE/DEFICIT \$ \_\_\_\_\_

REPORT OF CONTRIBUTIONS AND EXPENDITURES  
 Colorado Campaign Reform Reporting Form for Political Committees

1. NAME OF COMMITTEE \_\_\_\_\_

ADDRESS \_\_\_\_\_

2. CRA IDENTIFICATION NO. \_\_\_\_\_

CITY, STATE AND ZIP CODE \_\_\_\_\_

3. NAME OF BANK & ACCT. NO. \_\_\_\_\_

4. TYPE OF REPORT

- a.  Pre \_\_\_\_\_ Report \_\_\_\_\_ 19\_\_  
 Post \_\_\_\_\_ Report \_\_\_\_\_ 19\_\_  
 Pre \_\_\_\_\_ Report \_\_\_\_\_ 19\_\_  
 Post \_\_\_\_\_ Report \_\_\_\_\_ 19\_\_  
 ANNUAL REPORT FOR ELECTION YEAR \_\_\_\_\_

Amended Report For: \_\_\_\_\_  
 Termination Report For Election Year \_\_\_\_\_

5. SUMMARY

Rept Period Covered _____ to _____	COLUMN A This Report	COLUMN B Accumulative Total
6(a) Beginning Balance or Deficit	\$ _____	XXXXXXXXXXXXXXXXXXXXXX
(b) TOTAL CONTRIBUTIONS	\$ _____	\$ _____
(c) TOTAL EXPENDITURES	\$ _____	\$ _____
(d) ENDING BALANCE or DEFICIT	\$ _____	XXXXXXXXXXXXXXXXXXXXXX

I certify that I have examined this Report and to the best of my knowledge and belief it is true, correct and complete.

\_\_\_\_\_  
 (Type or Print Name of Treasurer)

Signature of Treasurer \_\_\_\_\_

Date \_\_\_\_\_

NOTE: Submission of false, erroneous, or incomplete information may be subject to C.R.S. 1-45-121.

DETAILED SUMMARY PAGE

I. CONTRIBUTIONS- USE SCHEDULE A

(7) Contributions (Other than Loans)		
(a) Total Itemized	\$ _____	
(b) Total Non-Itemized	\$ _____	
(8) Transfers of Funds from other Accts.	\$ _____	
(9) Pledges		
(a) Received	\$ _____	
(b) Receivable		\$ _____
(10) Loans		
(a) Itemized	\$ _____	
(b) Non-Itemized	\$ _____	
(11) Offsets To Operating Expenditures		
(a) refunds, rebates, etc.	\$ _____	
(b) Other person purchase of stamps, sign material or items not returnable		\$ _____
(12) Other Contributions (dividends, interest)	\$ _____	
(13) TOTAL CONTRIBUTIONS	\$ _____	
(14) Contributions In-Kind		
(a) Itemized		\$ _____
(b) Non-Itemized		\$ _____

II. EXPENDITURES - USE SCHEDULE B

(15) Expenditures:		
(a) Itemized	\$ _____	
(b) Non-Itemized	\$ _____	
(16) Transfers to Other Political Committee(s)	\$ _____	
(17) Loan Repayments	\$ _____	
(18) Payments to Circulators (Issue Committees Only)	\$ _____	
(19) TOTAL EXPENDITURES	\$ _____	

III. CASH FLOW

(20) BEGINNING BALANCE/DEFICIT	\$ _____	(+ or -)
(21) TOTAL CONTRIBUTIONS (Line 13)	\$ _____	(+)
(22) TOTAL EXPENDITURES (Line 19)	\$ _____	(-)
(23) ENDING CASH BALANCE/DEFICIT	\$ _____	

Category \_\_\_\_\_

Page \_\_\_\_ of \_\_\_\_  
For Line \_\_\_\_\_

ITEMIZED CONTRIBUTIONS - SCHEDULE A

(Use separate schedule(s) for each category of the Detailed Summary Page)

NAME OF COMMITTEE:

(1) Full Name, Address and Zip Code	Date	Amount
_____ _____ _____	_____	\$ _____
(2) Full Name, Address and Zip Code	Date	Amount
_____ _____ _____	_____	\$ _____
(3) Full Name, Address and Zip Code	Date	Amount
_____ _____ _____	_____	\$ _____
(4) Full Name, Address and Zip Code	Date	Amount
_____ _____ _____	_____	\$ _____
(5) Full Name, Address and Zip Code	Date	Amount
_____ _____ _____	_____	\$ _____
(6) Full Name, Address and Zip Code	Date	Amount
_____ _____ _____	_____	\$ _____
(7) Full Name, Address and Zip Code	Date	Amount
_____ _____ _____	_____	\$ _____
(8) Full Name, Address and Zip Code	Date	Amount
_____ _____ _____	_____	\$ _____
(9) Full Name, Address and Zip Code	Date	Amount
_____ _____ _____	_____	\$ _____
SUBTOTAL THIS PAGE		\$ _____



ITEMIZED CONTRIBUTIONS - SCHEDULE A  
(Use separate schedule(s) for each category of the Detailed Summary Page)

NAME OF COMMITTEE:

(1) Full Name, Address and Zip Code	Date	Amount
_____	_____	\$ _____
_____		
_____		

(2) Full Name, Address and Zip Code	Date	Amount
_____	_____	\$ _____
_____		
_____		

(3) Full Name, Address and Zip Code	Date	Amount
_____	_____	\$ _____
_____		
_____		

(4) Full Name, Address and Zip Code	Date	Amount
_____	_____	\$ _____
_____		
_____		

(5) Full Name, Address and Zip Code	Date	Amount
_____	_____	\$ _____
_____		
_____		

(6) Full Name, Address and Zip Code	Date	Amount
_____	_____	\$ _____
_____		
_____		

(7) Full Name, Address and Zip Code	Date	Amount
_____	_____	\$ _____
_____		
_____		

(8) Full Name, Address and Zip Code	Date	Amount
_____	_____	\$ _____
_____		
_____		

(9) Full Name, Address and Zip Code	Date	Amount
_____	_____	\$ _____
_____		
_____		

SUBTOTAL THIS PAGE \$ \_\_\_\_\_

Category \_\_\_\_\_

ITEMIZED EXPENDITURES - SCHEDULE B

(Use separate schedule(s) for each category of the Detailed Summary Page)

NAME OF COMMITTEE:

(1) Full Name, Address and Zip Code	Purpose of Expenditure	Date	Amount
_____			
_____			
_____			
(2) Full Name, Address and Zip Code	Purpose of Expenditure	Date	Amount
_____			
_____			
_____			
(3) Full Name, Address and Zip Code	Purpose of Expenditure	Date	Amount
_____			
_____			
_____			
(4) Full Name, Address and Zip Code	Purpose of Expenditure	Date	Amount
_____			
_____			
_____			
(5) Full Name, Address and Zip Code	Purpose of Expenditure	Date	Amount
_____			
_____			
_____			
(6) Full Name, Address and Zip Code	Purpose of Expenditure	Date	Amount
_____			
_____			
_____			
(7) Full Name, Address and Zip Code	Purpose of Expenditure	Date	Amount
_____			
_____			
_____			
(8) Full Name, Address and Zip Code	Purpose of Expenditure	Date	Amount
_____			
_____			
_____			
(9) Full Name, Address and Zip Code	Purpose of Expenditure	Date	Amount
_____			
_____			
_____			

SUBTOTAL THIS PAGE \$ \_\_\_\_\_

Category \_\_\_\_\_

ITEMIZED EXPENDITURES - SCHEDULE B

(Use separate schedule(s) for each category of the Detailed Summary Page)

NAME OF COMMITTEE:

(1) Full Name, Address and Zip Code	Purpose of Expenditure	Date	Amount
_____			
_____			
_____			
(2) Full Name, Address and Zip Code	Purpose of Expenditure	Date	Amount
_____			
_____			
_____			
(3) Full Name, Address and Zip Code	Purpose of Expenditure	Date	Amount
_____			
_____			
_____			
(4) Full Name, Address and Zip Code	Purpose of Expenditure	Date	Amount
_____			
_____			
_____			
(5) Full Name, Address and Zip Code	Purpose of Expenditure	Date	Amount
_____			
_____			
_____			
(6) Full Name, Address and Zip Code	Purpose of Expenditure	Date	Amount
_____			
_____			
_____			
(7) Full Name, Address and Zip Code	Purpose of Expenditure	Date	Amount
_____			
_____			
_____			
(8) Full Name, Address and Zip Code	Purpose of Expenditure	Date	Amount
_____			
_____			
_____			
(9) Full Name, Address and Zip Code	Purpose of Expenditure	Date	Amount
_____			
_____			
_____			

SUBTOTAL THIS PAGE \$ \_\_\_\_\_



REPORT OF EXPENDITURE(S) BY CANDIDATE

THIS FORM CAN ONLY BE USED BY A CANDIDATE WHO HAS NOT ACCEPTED ANY CONTRIBUTIONS OR CONTRIBUTIONS IN KIND FROM OTHER PERSONS AND WHO HAS ONLY EXPENDED HIS OWN FUNDS ON HIS BEHALF.

FULL CANDIDATE NAME \_\_\_\_\_ OFFICE \_\_\_\_\_

RESIDENCE ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ ELECTION YEAR \_\_\_\_\_

**REPORT PERIOD**  
(Check Appropriate Box)

Pre \_\_\_\_\_ Report 19\_\_                       Post \_\_\_\_\_ Report 19\_\_

EXPENDITURES: For each person receiving payments for expenditures in excess of \$25 (aggregate) for the reporting period, the candidate shall provide the information below, the full name, address, date, amount and purpose of said expenditure. Expenditures not in excess of \$25 for the reporting period shall be added together and the amount entered in "Non-Itemized Expenditures" (if additional pages are needed use Schedule B).

(1) Full Name, Address, and Zip Code	Purpose of Expend.	Date	Amount
_____			
_____			
_____			

(2) Full Name, Address, and Zip Code	Purpose of Expend.	Date	Amount
_____			
_____			
_____			

(3) Full Name, Address, and Zip Code	Purpose of Expend.	Date	Amount
_____			
_____			
_____			

(4) Full Name, Address, and Zip Code	Purpose of Expend.	Date	Amount
_____			
_____			
_____			

(5) Full Name, Address, and Zip Code	Purpose of Expend.	Date	Amount
_____			
_____			
_____			

ITEMIZED EXPENDITURE TOTAL	\$ _____
NON-ITEMIZED EXPENDITURES	\$ _____
<b>EXPENDITURE TOTAL</b>	<b>\$ _____</b>

REPORT OF EXPENDITURE(S) BY CANDIDATE

THIS FORM CAN ONLY BE USED BY A CANDIDATE WHO HAS NOT ACCEPTED ANY CONTRIBUTIONS OR CONTRIBUTIONS IN KIND FROM OTHER PERSONS AND WHO HAS ONLY EXPENDED HIS OWN FUNDS ON HIS BEHALF.

FULL CANDIDATE NAME \_\_\_\_\_ OFFICE \_\_\_\_\_

RESIDENCE ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ ELECTION YEAR \_\_\_\_\_

**REPORT PERIOD**  
(Check Appropriate Box)

Pre \_\_\_\_\_ Report 19\_\_                       Post \_\_\_\_\_ Report 19\_\_

EXPENDITURES: For each person receiving payments for expenditures in excess of \$25 (aggregate) for the reporting period, the candidate shall provide the information below, the full name, address, date, amount and purpose of said expenditure. Expenditures not in excess of \$25 for the reporting period shall be added together and the amount entered in "Non-Itemized Expenditures" (If additional pages are needed use Schedule B).

(1) Full Name, Address, and Zip Code	Purpose of Expend.	Date	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(2) Full Name, Address, and Zip Code	Purpose of Expend.	Date	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(3) Full Name, Address, and Zip Code	Purpose of Expend.	Date	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(4) Full Name, Address, and Zip Code	Purpose of Expend.	Date	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(5) Full Name, Address, and Zip Code	Purpose of Expend.	Date	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ITEMIZED EXPENDITURE TOTAL	\$ _____
NON-ITEMIZED EXPENDITURES	\$ _____
<b>EXPENDITURE TOTAL</b>	<b>\$ _____</b>

**REPORT OF EXPENDITURE(S) BY CANDIDATE**

THIS FORM CAN ONLY BE USED BY A CANDIDATE WHO HAS NOT ACCEPTED ANY CONTRIBUTIONS OR CONTRIBUTIONS IN KIND FROM OTHER PERSONS AND WHO HAS ONLY EXPENDED HIS OWN FUNDS ON HIS BEHALF.

FULL CANDIDATE NAME \_\_\_\_\_ OFFICE \_\_\_\_\_

RESIDENCE ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ ELECTION YEAR \_\_\_\_\_

**REPORT PERIOD**  
(Check Appropriate Box)

Pre \_\_\_\_\_ Report 19\_\_                       Post \_\_\_\_\_ Report 19\_\_

EXPENDITURES: For each person receiving payments for expenditures in excess of \$25 (aggregate) for the reporting period, the candidate shall provide the information below, the full name, address, date, amount and purpose of said expenditure. Expenditures not in excess of \$25 for the reporting period shall be added together and the amount entered in "Non-Itemized Expenditures" (if additional pages are needed use Schedule B).

(1) Full Name, Address, and Zip Code	Purpose of Expend.	Date	Amount
_____			
_____			
_____			

(2) Full Name, Address, and Zip Code	Purpose of Expend.	Date	Amount
_____			
_____			
_____			

(3) Full Name, Address, and Zip Code	Purpose of Expend.	Date	Amount
_____			
_____			
_____			

(4) Full Name, Address, and Zip Code	Purpose of Expend.	Date	Amount
_____			
_____			
_____			

(5) Full Name, Address, and Zip Code	Purpose of Expend.	Date	Amount
_____			
_____			
_____			

ITEMIZED EXPENDITURE TOTAL	\$ _____
NON-ITEMIZED EXPENDITURES	\$ _____
<b>EXPENDITURE TOTAL</b>	<b>\$ _____</b>

CANDIDATE REIMBURSEMENT EXPENDITURE REPORT

(This form is to be filed by a candidate who is also an incumbent)

CANDIDATE NAME \_\_\_\_\_

CANDIDATE ADDRESS \_\_\_\_\_

C.R.S. 1-45-116(3) - If any candidate who is also an incumbent inadvertently or unavoidably makes any expenditure which involves campaign expenses and official expenses, such expenditure shall be deemed a campaign expense only, unless the candidate, not more than ten working days after such expenditure, files with the appropriate officer such information as the secretary of state may by rule require in order to differentiate between campaign expenses and official expenses.

Date of Expend. or Occasion	Orig. Purpose of Occasion	Amt. of Public \$ Expended	Amt. of Camp \$ Expended	Total Reimb.	Date Reimb.
		\$	\$		
		\$	\$		
		\$	\$		
		\$	\$		
TOTALS		\$	\$		

LIST ANY ADDITIONAL INFORMATION YOU MAY DESIRE TO DISCLOSE IN REGARDS TO THIS REPORT.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I CERTIFY THAT I have examined this report and to the best of my knowledge and belief it is true, correct and complete.

\_\_\_\_\_  
CANDIDATE/INCUMBENT SIGNATURE

\_\_\_\_\_  
DATE





TITLE 1  
ELECTIONS

ARTICLE 45  
Campaign Reform Act

1-45-101. Short title. This article shall be known and may be cited as the "Campaign Reform Act of 1974".

1-45-102. Legislative declaration. The general assembly hereby finds and declares that the interests of the people of this state can be better served through a more informed public; that the trust of the people is essential to representative government; and that public disclosure and regulation of certain campaign practices will serve to increase the people's confidence in their elected officials. Therefore, it is the purpose of this article to promote public confidence in government through a more informed electorate.

1-45-103. Definitions. As used in this article, unless the context otherwise requires:

(1) "Appropriate officer" means the secretary of state, a municipal clerk, or a county clerk and recorder.

(2) "Campaign treasurer" means the treasurer of any candidate for nomination, retention, or election or of any political committee. A candidate may appoint himself campaign treasurer.

(3) "Candidate" means any person who:

(a) Seeks election to any public office which is to be voted for in this state at any general election, special district election, or municipal election. "Candidate" also includes a judge or justice of any court of record who seeks to be retained in office pursuant to the provisions of section 25 of article VI of the state constitution. A person is a candidate for election if he has publicly announced his intention to seek election to public office, has filed nominating petitions for public office in a nonpartisan election, has been chosen as a candidate of a political party after having won a primary election, has filed with the appropriate officer a nominating petition as an independent candidate as provided in section 1-4-801, or has been chosen to fill any vacancy.

(b) Seeks nomination to public office at any primary election held in this state. A person is a candidate for nomination if he has publicly announced his intention to seek election to public office, has been chosen as a political party candidate through a political party designating assembly, has been issued a certificate of designation by said assembly, has filed with the appropriate officer a petition

with the required number of signatures to appear on the primary ballot as provided by section 1-4-603, or has been chosen to fill a vacancy in party designation as provided by section 1-4-903.

(c) As an incumbent, still has an unexpended balance of contributions or a debt or deficit or who receives contributions or contributions in kind.

(4) "Contribution" means a gift, loan, pledge, or advance of money or a guarantee of a loan made to or for any candidate or political committee for the purpose of influencing the passage or defeat of any issue or the nomination, retention, election, or defeat of any candidate. "Contribution" includes a transfer of any money between one political committee and another; a gift of money to or for any incumbent in public office from any other person, the purpose of which is to compensate him for his public service or to help defray his expenses incident thereto but which are not covered by official compensation; the payment of any money by any person, other than a political committee working on a candidate's behalf, for political services rendered to the candidate or political committee; any payment made to third parties at the request of or with the prior knowledge of a candidate, political committee, or agent of either; and any payment made after an election to meet any deficit or debt incurred during the course of the campaign. "Contribution" does not include services provided without compensation by individuals volunteering their time on behalf of a candidate or political committee. Any transfer of money between political committees is an expenditure by the political committee which dispenses the money and is a contribution to the political committee which receives the money.

(5) "Contribution in kind" means a gift or loan of any item of real or personal property, other than money, made to or for any candidate or political committee for the purpose of influencing the passage or defeat of any issue or the nomination, retention, election, or defeat of any candidate. "Contribution in kind" includes a gift or loan of any item of real or personal property, other than money, to or for any incumbent in public office from any other person, the purpose of which is to compensate him for his public service or to help him defray his expenses incident thereto but which are not covered by official compensation. Personal services are a contribution in kind by the person paying compensation therefor; volunteer services are not included. "Contribution in kind" does not include an endorsement of candidacy or issue by any person. In determining the value to be placed on contributions in kind, a reasonable estimate of fair market value shall be used.

(6) "Election" means any general or primary election or any election at which an issue is submitted to the electorate

as required or permitted by law. "Election" includes a recall election held pursuant to law. "Election" also includes a special district election at which the office to be voted for has had an annual compensation of more than twelve hundred dollars or a municipal election.

(7) "Expenditure" means the payment, distribution, loan, or advance of any money or contribution in kind by any candidate, political committee, or agent of either for the purpose of influencing the passage or defeat of any issue or the nomination, retention, election, or defeat of any candidate and includes any payment made to circulators of initiative petitions pursuant to section 1-40-110. "Expenditure" does not include services provided without compensation by any candidate or political committee or expenditures from the candidate's own funds for his personal or family activities. An expenditure occurs when the actual payment is made or when there is a contractual agreement and the amount is determined.

(8) "Issue" means any proposition or initiated or referred measure which is to be submitted to the electors for their approval or rejection. An issue includes the recall of any officer as provided by law.

(8.5) "Municipal clerk" means the clerk of the municipality who is the custodian of the official records of the municipality or any person delegated by the clerk to exercise any of his powers, duties, or functions.

(9) "Person" means any individual, partnership, committee, association, corporation, labor organization, or other organization or group of persons.

(10) "Political committee" means any two or more persons who are elected, appointed, or chosen or who have associated themselves or cooperated for the purpose of accepting contributions or contributions in kind or making expenditures to support or oppose a candidate for public office at any election or seek to influence the passage or defeat of any issue. "Political committee" includes any political party or committee thereof at any level or a political organization as defined in section 1-1-104. "Political committee" also includes a separate political education or political action fund or committee which is associated with an organization or association formed principally for some other purpose and includes an organization or association formed principally for some other purpose insofar as it makes contributions or contributions in kind or expenditures but shall not include a single individual, partnership, committee, association, corporation, labor organization, or other organization or group solely making contributions or contributions in kind to support or oppose a candidate for public office or to influence the passage or defeat of any issue at any election.

(11) "Public office" means any office voted for in this state at any election. "Public office" does not include the office of president or vice president of the United States; the office of senator or representative in the congress of the United States; any office in a political party chosen pursuant to sections 1-3-103, 1-4-403, and 1-4-701; any political party office in an assembly or convention, including delegates thereto; any office to be voted upon in a school election; or any elective office within a special district for which the annual compensation is less than twelve hundred dollars. "Public office" includes all of the statewide offices enumerated in subsection (12) of this section.

(12) "Statewide election" means a primary or general election at which nominees or candidates for the office of governor, lieutenant governor, secretary of state, attorney general, state treasurer, state board of education, regents of the university of Colorado, the Colorado court of appeals, or the supreme court of Colorado are to be voted upon by electors of the entire state.

(13) "Statewide issue" means any proposition or measure which is voted upon by the electors of the entire state.

1-45-104. Filing - where to file. (1) For the purpose of meeting the filing requirements of this article, candidates for statewide election, the general assembly, district attorney, district court judge, or any office representing more than one county, except candidates for school district director, and political committees in support of or in opposition to such candidates or in support of or in opposition to statewide issues shall file with the secretary of state. Candidates in municipal elections shall file with the municipal clerk. All other candidates, including candidates for school district director, and political committees shall file with the county clerk and recorder of the county of their residence, and, if the school districts contain more than one county of this state, candidates for school district director shall file with the county clerk and recorder of the county of their residence.

(2) Reports required to be filed by this article shall be deemed timely filed if mailed by first-class mail and postmarked or received by the appropriate officer not later than the designated day.

(3) Any political committee in support of or in opposition to any issue which receives during any calendar year contributions or contributions in kind not exceeding, in the aggregate, two hundred fifty dollars or which makes expenditures which do not exceed, in the aggregate, two hundred fifty dollars shall not be subject to the reporting provisions of this article. The provisions of this subsection

(3) shall not exempt any political committee from the requirements of section 1-45-106.

(4) For the purpose of meeting the filing requirements of this article, political committees in support of or in opposition to issues which are not statewide issues but are issues in a political subdivision of this state which contains territory in more than one county of this state shall file with the county clerk and recorder of each such county.

1-45-105. Candidate affidavit - disclosure statement.

(1) When any individual becomes a candidate, such individual shall certify, by affidavit filed with the appropriate officer within ten days, that he is familiar with the provisions of this article. Any contributions or expenditures received or made in behalf of the candidacy of such individual prior to the filing of such affidavit shall be reported in the first reporting period, and such report shall include the information required under section 1-45-108 (4). Nothing in this section shall prohibit an individual from filing such affidavit prior to the time he becomes a candidate. Failure of any person to file an affidavit as required by this subsection (1) shall result in the disqualification of such person as a candidate.

(2) Not later than ten days after filing the affidavit required by subsection (1) of this section, each candidate for the general assembly, governor, lieutenant governor, secretary of state, attorney general, state treasurer, state board of education, regents of the university of Colorado, the Colorado court of appeals, the supreme court of Colorado, and district attorney shall file with the appropriate officer a statement disclosing the information required by section 24-6-202 (2), C.R.S., in such a form as prescribed by the secretary of state. Failure of any person to file a disclosure statement as required by this subsection (2) shall result in the disqualification of such person as a candidate.

(2.1) Disqualification shall occur only after the secretary of state or county clerk has sent a notice to the person by registered or certified mail, return receipt requested, addressed to him at his usual residence, business or post-office address. Such notice shall state that such person will be disqualified as a candidate if he fails to file an affidavit or disclosure statement within ten days of receipt of the notice.

(3) Any disclosure statement as required by subsection (2) of this section shall be amended no more than thirty days after any termination or acquisition of interests as to which disclosure is required.

(4) If a candidate withdraws his candidacy or is defeated in his candidacy, such person shall not be required

to comply with the provisions of subsections (2) and (3) of this section after such withdrawal or defeat.

1-45-106. Organization of political committees. (1) (a) Every political committee supporting or opposing a candidate, statewide issue, or issue shall file a statement of organization with the appropriate officer no later than fifteen days after opening a bank account as required by section 1-45-107.

(b) For the purposes of paragraph (a) of this subsection (1), a political committee in existence on May 17, 1974, shall file a statement of organization with the secretary of state no later than thirty days after said date.

(2) The statement of organization shall include:

(a) The name, the address, the candidate or issue it supports or opposes, and any other purpose of the committee;

(b) The name and address of the campaign treasurer of the political committee.

(3) Any political committee whose purpose is the recall of any elected official shall file a statement of organization with the appropriate officer no later than fifteen days after opening a bank account. Reports of contributions and expenditures shall be filed with the appropriate officer within fifteen days after the filing of the statement of organization and every thirty days thereafter until the date of the recall election has been established, at which time the political committee shall follow the provisions of section 1-45-108.

1-45-107. Deposit of contributions. All contributions received by a candidate or political committee shall be deposited in a financial institution in a separate account whose title shall include the name of the candidate or political committee. All records pertaining to such accounts shall be maintained by the candidate or political committee for sixty days after submission of the final report unless a complaint is filed, in which case they shall be maintained until final disposition of the complaint and any consequent litigation. Such records shall be subject to inspection at any hearing held pursuant to this article.

1-45-108. Reports - certification and filing. (1) The candidate or campaign treasurer shall file reports of all contributions received and all expenditures made by or on behalf of such candidate or political committee. Reports shall be filed eleven days before and thirty days after any election. Filings shall be complete as of five days prior to the filing date.

(2) Any incumbent in, or elected candidate to, as defined in section 1-45-103 (3), public office who receives any contribution or contribution in kind from any other person, the purpose of which is to compensate him for his public services or to help him defray his expenses incident thereto but which are not covered by official compensation, shall file with the appropriate officer, on or before January 15 of each year, a supplemental report for the preceding calendar year. Such report shall be on forms prescribed by the secretary of state and shall contain substantially the same information as prescribed in subsection (4) of this section.

(3) All reports required by this section shall be filed with the appropriate officer and shall be open to inspection by the public during regular business hours. Any report which is deemed to be incomplete by the appropriate officer shall be accepted on a conditional basis, and the campaign treasurer shall be notified by registered mail with respect to any deficiencies found. The campaign treasurer shall have seven days from receipt of such notice to file an addendum to the report providing all information deemed necessary to complete the report in compliance with this section.

(4) Each report required by this section shall contain the following information:

(a) The amount of funds on hand at the beginning of the reporting period;

(b) The name and address of each person who has made an aggregate contribution to or for such candidate or political committee within the reporting period in excess of twenty-five dollars or a contribution in kind in excess of one hundred dollars, together with the amount and date of such contribution, or a chronological listing of all contributions and contributions in kind, including the name and address of each contributor;

(c) The total sum of all contributions and contributions in kind to or for such candidate or political committee during the reporting period;

(d) The name and address of each person to whom expenditures have been made by or on behalf of the candidate or political committee within the reporting period in excess of twenty-five dollars, together with the amount, date, and purpose of each such expenditure and the name of and the office sought by each candidate on whose behalf such expenditure was made;

(e) The total sum of all expenditures made by such candidate or political committee during the reporting period;



(f) The name and address of any bank or other depository for funds used by the candidate or political committee.

(5) The reporting provisions of paragraph (b) of subsection (4) of this section shall apply to any association, political party, political organization, corporation, labor organization, or other group of persons which receives contributions or contributions in kind from any person through donations or through events such as dinners, luncheons, rallies, or other fund-raising events if such contributions or contributions in kind are intended to be given to another organization or group of persons which in turn distributes or contributes such contributions or contributions in kind to one or more candidates or political committees. The provisions of paragraph (b) of subsection (4) of this section shall also apply to any such organization or group of persons for each contribution or contribution in kind which exceeds twenty-five dollars if such contribution or contribution in kind is intended to be given to another organization or group of persons which in turn distributes or contributes such contribution or contribution in kind to one or more candidates or political committees. The reporting provisions of this section shall apply to the organization or group of persons receiving such contributions or contributions in kind.

(5.5) The filing requirements of this section shall not apply to that part of the organizational structure of a political party, as defined in section 1-1-104 (18), which is responsible for only the day-to-day operations of such political party at the national level if copies of the reports required to be filed with the federal election commission pursuant to the "Federal Election Commission Act of 1971", as amended, are filed with the secretary of state and include the information required by this section.

(6) Notwithstanding any other reports required under this section, the campaign treasurer shall file reports of any contribution or contribution in kind in excess of five hundred dollars received by the candidate or political committee at any time within sixteen days preceding the election. This report shall be filed or postmarked no later than forty-eight hours after receipt of said contribution.

1-45-109. Unexpended contributions and expenditure deficits. (1) Any report filed under section 1-45-108 shall be final unless it shows an unexpended balance of contributions or expenditure deficit, in which event a supplemental report shall be filed one year after the election to which it applied and annually thereafter until such report shows no such unexpended balance and no such deficit. In the event the status of the balance or deficit is unchanged, the supplemental report shall be filed and shall state that such balance or deficit is unchanged. Each such report shall be complete through the end of the last preceding calendar year

and shall state the disposition of any unexpended balance or deficit.

(2) The report required under subsection (1) of this section shall disclose the full amount of any loan reasonably related to the campaign, the method of the loan's disposition, the balance due on the loan, the interest, if any, and the name of the person making the loan. If the loan is not paid in full within thirty days after the election to which it applied, the candidate shall file, annually on the anniversary date of the election to which the loan applied, a report concerning the disposition of the loan until the loan is repaid. Each report concerning loans made to any candidate or political committee shall contain the information required by this section.

1-45-110. Reporting requirements - persons. (1) Not less than eleven days before an election and not more than thirty days after the date of an election, each person who makes any expenditure, directly or indirectly, in an aggregate amount exceeding one hundred dollars in support of or in opposition to any specific candidate or issue, other than by contribution or contribution in kind to a candidate or political committee directly, shall file an individual statement of the expenditure with the appropriate officer, which report shall contain the following information:

(a) The name and address of any person to whom an expenditure in excess of twenty-five dollars has been made by any such person in support of or in opposition to any such candidate or issue during the reporting period, together with the amount, date, and purpose of each such expenditure;

(b) The total sum of all expenditures made in support of or in opposition to any such candidate or issue.

1-45-111. Limitations - cash contributions. No person shall make any contribution in currency or coin exceeding one hundred dollars in support of or in opposition to any candidate, political committee, or issue.

1-45-112. Expenditures in cash - limited. No candidate or political committee shall make any expenditure in currency or coin exceeding one hundred dollars for any purpose related to such candidate's campaign or to the passage or defeat of an issue.

1-45-113. Duties of the secretary of state. (1) The secretary of state shall:

(a) Prescribe forms for statements and other information required to be filed by this article and furnish such forms and information to municipal clerks and county clerk and recorders free of charge for use by candidates and other

persons required to file such statements and information under this article;

(b) Prepare, publish, and furnish free of charge to municipal clerks and county clerk and recorders, candidates, and campaign treasurers and to other persons, at cost, an instruction sheet setting forth a suggested system for accounts for use by persons required to file statements by this article. Any fee collected pursuant to this paragraph (b) shall be deposited in the department of state cash fund created in section 24-21-104 (3), C.R.S.

(c) Develop a filing and indexing system for his office consistent with the purpose of this article;

(d) Make the reports and statements filed with him available for public inspection and copying under his supervision, commencing as soon as practicable but not later than the end of the second day following the day during which it was received. He shall permit copying of any such report or statement by hand or by duplicating machine, as requested by any person, at the expense of such person. No information copied from such reports and statements shall be sold or utilized by any person for the purpose of soliciting contributions or for any commercial purpose. Any fee collected pursuant to this paragraph (d) shall be deposited in the department of state cash fund created in section 24-21-104 (3), C.R.S.

(e) Conduct hearings on any matter within his jurisdiction, as provided in subsection (2) of this section, subject to appropriations made to the secretary of state. Any administrative law judge employed pursuant to this paragraph (e) shall be appointed pursuant to part 10 of article 30 of title 24, C.R.S., subject to appropriations made to the department of administration. Any hearing conducted by an administrative law judge employed pursuant to this paragraph (e) shall be conducted in accordance with the provisions of section 24-4-105, C.R.S.

(f) Within three working days after the date of the deadline for filing reports as specified in section 1-45-108, prepare a report on each contributing entity which has made contributions and contributions in kind, and said report shall be made available to the public on the morning of the fourth working day, and said report shall indicate the total sum of all contributions and contributions in kind made to candidates and issues and the amounts contributed to each candidate and issue.

(2) (a) Any person who believes a violation of this article has occurred may file a written complaint no later than sixty days after the date of the final report of a candidate or political committee with the secretary of state.

If the secretary of state determines, after a hearing, that such a violation has occurred, he shall so notify the attorney general who shall institute a civil action for relief, including a permanent or temporary injunction, a restraining order, or any other appropriate order, in the district court. Upon a proper showing that such person has engaged or is about to engage in such acts or practices, a permanent or temporary injunction, restraining order, or other order shall be granted without bond by such court.

(b) Notwithstanding the provisions of paragraph (a) of this subsection (2), any person who believes a violation of section 1-45-116 has occurred may file a written complaint no later than sixty days after the date of the appropriate election with the secretary of state. If the secretary of state determines, after a timely hearing, that such a violation has occurred, the secretary of state shall so notify the attorney general who shall institute a civil action for relief, including a permanent or temporary injunction, a restraining order, or any other appropriate order, in the district court. If the written complaint is filed within ten days of the election, the secretary of state shall hold such hearing within seventy-two hours of the filing of such complaint. Upon a proper showing that a person or public entity identified in section 1-45-116 has engaged or is about to engage in such acts or practices, a permanent or temporary injunction, restraining order, or other order shall be granted without bond by such court.

1-45-114. Secretary of state - additional duties.

(1) The secretary of state shall immediately notify the person required to file a statement if:

(a) It appears that the person has failed to file a report as required by this article or that a statement filed by a person does not conform to law upon examination of the names on the election ballot or that a complaint has been filed against him; or

(b) A written complaint is filed with the secretary of state by any registered elector, pursuant to section 1-45-113 (2), alleging that a statement filed with said officer does not conform to law or to the truth or that a person has failed to file a statement required by law.

(2) (a) The secretary of state shall preserve any statement or images of that statement required to be filed by this article for a period ending at the termination of the term of office of the candidate who is elected, and statements or images of those statements of all other candidates shall be preserved for a period of one year after the date of receipt. Thereafter, such statements shall be disposed of in accordance with part 1 of article 80 of title 24, C.R.S. 1973.

(b) Notwithstanding the provisions of paragraph (a) of this subsection (2), any statement required to be filed under this article shall be preserved until any complaint initiated is resolved.

1-45-115. Duties of municipal clerk and county clerk and recorder. (1) The municipal clerk or the county clerk and recorder shall:

(a) Develop a filing and indexing system for his office consistent with the purpose of this article;

(b) Preserve any statement or images of that statement required to be filed by this article for a period ending at the termination of the term of office of the candidate who is elected and statements or images of those statements of all other candidates or political committees for a period of one year after the date of receipt;

(c) Make the reports and statements filed with him available for public inspection and copying under his supervision, commencing as soon as practicable but not later than the end of the second day following the day during which it was received. He shall permit copying of any such report or statement by hand or by duplicating machine, as requested by any person, at the expense of such person. No information copied from such reports and statements shall be sold or utilized by any person for the purpose of soliciting contributions or for any commercial purpose.

(d) Transmit to the secretary of state all records and statements required to be filed by this article which the secretary of state may deem necessary in the investigation of any complaint filed under this article;

(e) Notify the person required to file a statement or report that he has failed to file such statement or report or that a complaint has been filed with the secretary of state alleging a violation of this article;

(f) Report apparent violations of law to appropriate law enforcement authorities.

(2) The secretary of state shall reimburse the municipal clerk and the county clerk and recorder of each county at the rate of two dollars per candidate per election to help defray the cost of implementing this article.

1-45-116. State and political subdivisions - limitations on contributions. (1) (a) No agency, department, board, division, bureau, commission, or council of the state or any political subdivision thereof shall make any contribution or contribution in kind in campaigns involving the nomination, retention, or election of any person to any public office, nor

shall any such entity expend any public moneys from any source, or make any contributions in kind, to urge electors to vote in favor of or against any issue before the electorate. However, a member or employee of any such agency, department, board, division, bureau, commission, or council who has policy-making responsibilities may expend not more than fifty dollars of public moneys in the form of letters, telephone calls, or other activities incidental to making himself available to the press or the public for the purpose of responding to questions about any such issue or to express his opinion on any such issue.

(b) (I) Nothing in this subsection (1) shall be construed as prohibiting an agency, department, board, division, bureau, commission, or council of the state or any political subdivision thereof from expending public moneys or making contributions in kind to dispense a factual summary, which shall include arguments both for and against the proposal, on any issue of official concern before the electorate. Such summary shall not contain a conclusion or opinion in favor of or against any particular issue addressed by the summary.

(II) Nothing in this subsection (1) shall be construed to prevent an elected official from expressing a personal opinion on any issue before the electorate.

(III) Nothing in this subsection (1) shall be construed as prohibiting an agency, department, board, division, bureau, commission, or council of the state or any political subdivision thereof from passing a resolution or taking a position of advocacy on any issue before the electorate.

(c) Nothing in this subsection (1) shall be construed as prohibiting a member or an employee of an agency, department, board, division, bureau, commission, or council of the state or any political subdivision thereof from expending personal funds, making contributions in kind, or using personal time to urge electors to vote in favor of or against any issue before the electorate.

(2) The provisions of subsection (1) of this section shall not apply to:

(a) An official residence furnished or paid for by the state or a political subdivision;

(b) Security officers who are required to accompany a candidate or the candidate's family;

(c) Publicly owned motor vehicles provided for the use of the chief executive of the state or a political subdivision;

(d) Publicly owned aircraft provided for the use of the chief executive of the state or of a political subdivision or his family for security purposes; except that, if such use is, in whole or in part, for campaign purposes, the expenses relating to the campaign shall be reported and reimbursed pursuant to subsection (3) of this section.

(3) If any candidate who is also an incumbent inadvertently or unavoidably makes any expenditure which involves campaign expenses and official expenses, such expenditure shall be deemed a campaign expense only, unless the candidate, not more than ten working days after such expenditure, files with the appropriate officer such information as the secretary of state may by rule require in order to differentiate between campaign expenses and official expenses. Such information shall be set forth on a form provided by the appropriate officer. In the event that public moneys have been expended for campaign expenses and for official expenses, the candidate shall reimburse the state or political subdivision for the amount of money spent on campaign expenses.

(4) The provisions of this section shall be enforced as provided in section 1-45-113 (2) (b).

1-45-117. Campaign funds - use restricted. (1) No candidate or campaign treasurer shall use any contribution or contribution in kind received from any person for private purposes not reasonably related to influencing the passage or defeat of any issue or the nomination, retention, election, or defeat of any candidate or to voter registration or political education. The term "political education" shall include obtaining information from, or providing information to, the electorate, and such term shall include the establishment of educational scholarships related to political education.

(2) Contributions not expended on behalf of the candidate's campaign or for any other purpose permitted by subsection (1) of this section, upon approval of the candidate or political committee, may be contributed to the county or state central committee of that candidate's political party or any other political committee on file with the appropriate officer pursuant to section 1-45-106. Contributions not expended on behalf of a nonpartisan candidate's campaign or for any other purpose permitted by subsection (1) of this section, upon approval by the nonpartisan candidate or political committee, or contributions not expended on behalf of a political committee's campaign seeking to influence the passage or defeat of any issue or for any other purpose permitted by subsection (1) of this section, upon approval by said committee, may be contributed to any nonprofit or charitable organization or to the state or any political subdivision thereof, but not to any political party or candidate.

1-45-118. Expenditures - political advertising - rates and charges. No candidate shall 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 or materials and services. Any such rate shall not be rebated, directly or indirectly. Nothing in this section shall be construed to prevent an adjustment in rates related to frequency, volume, production costs, and agency fees if such adjustments are normal charges paid by other advertisers.

1-45-119. Encouraging withdrawal from campaign prohibited. No person shall pay, cause to be paid, or attempt to pay to any candidate or to any political committee any money or any other thing of value for the purpose of encouraging a candidate to withdraw his candidacy, nor shall any candidate offer to withdraw his candidacy in return for money or any other thing of value.

1-45-120. Applicability. (1) The provisions of this article shall apply to any elected office of any county in this state and shall apply to all municipalities, including any city and county, in this state; but any home rule municipality may adopt ordinances or charter provisions with respect to its local elections which are more stringent than any or all of the provisions contained in this article. Any home rule municipality which adopts such ordinances or charter provisions shall not be entitled to reimbursement pursuant to section 1-45-115.

(2) Failure to comply with the provisions of this article in any respect shall have no effect on the validity of any election, issue, statewide issue, or bonds issued pursuant to law; except that the penalty provided in section 1-45-121 for a candidate shall still apply.

1-45-121. Penalty - affirmative defense. (1) (a) Any person who knowingly violates any provision of this article or who gives or accepts any contribution or contribution in kind required to be reported under section 1-45-108 in such a way as to hinder or prevent identification of the true donor commits a class 3 misdemeanor and shall be punished as provided in section 18-1-106, C.R.S. Any such person who conspires with another to violate any provision of this article and who is also a candidate shall, in addition to any other penalty provided in this section, forfeit his right to assume the nomination or to take the oath for the office to which he may have been elected, unless he has already taken said oath, in which case the office shall be vacated. In the event the office to which the candidate has been elected is vacated, the vacancy to said office shall be filled as provided by law.



(b) The secretary of state may, upon sufficient evidence, hold a hearing pursuant to section 1-45-113 (2) upon the secretary of state's own motion or upon written complaint to enforce the civil penalty provided for in this paragraph (b). In addition to the criminal penalty provided for in this section, any person who knowingly violates any provision of this article involving a contribution or a contribution in kind shall be subject to a civil penalty in an amount not to exceed the greater amount of three hundred percent of the amount of the contribution or the fair market value at the time of the contribution in kind, or five thousand dollars.

(2) It shall be an affirmative defense to prosecution under this article that the offender did not have actual knowledge of his responsibility under this article and was an uncompensated volunteer.

(3) The appropriate officer, after proper notification by certified mail, shall impose an additional penalty of not more than ten dollars per day for each day that a statement or other information required to be filed by this article is not filed, and the date of filing shall be the date of the postmark if the report is mailed; except that the appropriate officer may excuse such penalty for bona fide personal exigencies. Revenues collected from penalties assessed by the secretary of state shall be deposited in the department of state cash fund created in section 24-21-104 (3), C.R.S.

(4) No person who has not fully complied with the provisions of this article shall be permitted to be a candidate for any public office in any subsequent election until the deficiencies have been corrected.

1-45-122. Reimbursement for contributions prohibited. No person shall make a contribution to a candidate or to a political committee with the expectation that some or all of the amount of such contribution will be reimbursed by any other person. No person shall be reimbursed for a contribution made to any candidate or political committee. No person shall reimburse some or all of the amount of any contribution made to a candidate or political committee. Repayment of a contribution made in the form of a loan to a candidate or to a political committee, where such repayment is made by the candidate or political committee to whom such loan was made, shall not constitute reimbursement for purposes of this section.