

# Colorado Campaign and Political Finance

## Laws & Filing Requirements

**School Board  
Candidates**

**School Board Candidate  
Committees**

**Colorado Secretary of State's Office  
Presented by  
Kristine Reynolds  
Presentation for CASB June 16, 2021**





# Colorado Secretary of State

## **Disclaimer**

The Colorado Secretary of State's office does not provide legal advice.

This training was created for reference purposes only.

Information contained in the training is not a substitute for legal advice and actual knowledge of campaign finance laws and regulations.



# Resources

- [Campaign Finance](#) page on Secretary of State's (SOS) website
- [TRACER](#) (Transparency in Contribution and Expenditure Reporting) website
- [Colorado Campaign and Political Finance Manual](#) – available on TRACER and the SOS website (and includes the laws and rules)
  - Article XXVIII of the Colorado Constitution,
  - Title 1, Article 45 of the Colorado Revised Statute (a.k.a. the Fair Campaign Practices Act), and
  - Rules Concerning Campaign and Political Finance
- Training Opportunities – [Click here to visit the training page](#)
  - Online eLearnings (CPF 101)
  - TRACER Webinars ([Learn how to use TRACER](#))
  - [Lawn Chair Chats](#) – Informal discussions, via Zoom, to discuss Colorado's Campaign Finance laws/rules and TRACER (functions and demonstrations).
- **Campaign Finance Support Help Desk**
  - Phone: **303-894-2200 (Dial 3, then 1)**
  - Email: [CPFhelp@sos.state.co.us](mailto:CPFhelp@sos.state.co.us)

# Topics for Discussion

- Standalone candidate v. candidate committee
- Disclosure Reports & filing schedules
- Contributions, Expenditures
- Disclaimers / Paid for by Statements
- Penalties, Waivers, & Complaints
- Closing / Terminating a committee
- TRACER





# You Become a Candidate When

- You publicly announce an intention to seek election to public office

## And then

- Receive a contribution **or** make an expenditure on behalf of the candidacy

**Within 10 calendar days of becoming a candidate you must file a Candidate Affidavit**



## Public Announcement Definition (CPF Rule 1.20)

- Registering a candidate committee, or
- Announcing an intention to seek public office through:
  - A speech, advertisement, or other communication reported or appearing in public media, or
  - A statement made in any place accessible to the public, or
  - A statement made in a manner that a reasonable person would expect to become public.



# Standalone Candidate vs. Candidate Committee

## Standalone Candidate

- A candidate who is self-funding their candidacy; not accepting contributions of any kind from anyone.
- Files disclosure reports to show their expenditures for the campaign.
- Only required to file reports for periods where expenditures take place.

## Candidate Committee

- A candidate who is accepting contributions to help fund their campaign.
- Files disclosure reports to show their contributions and expenditures.
- Must register prior to accepting any type of contribution.
- Once registered all reporting (contributions/expenditures) is done under the committee.
- Required to file all reports regardless of the level of activity.

*Note: DEOs who disqualify a candidate under 1-45-110(3), C.R.S. must provide proper and timely notification.*



# Disclosure Report Due Dates

In 2018 legislation passed (HB18-1047) that increases the frequency and number of disclosure reports for school board candidates/committees. Candidates may have upwards of 10 reports assigned in the year when their office is on the ballot. During years when the candidate's office is not on the ballot reports are due quarterly (instead of annually).

## 2021 Report Due Dates

May 3, 2021 (Mon.)	September 20, 2021 (Mon.)
June 1, 2021 (Tue.)	October 5, 2021 (Tue.)
July 1, 2021 (Thur.)	October 18, 2021 (Mon.)
August 2, 2021 (Mon.)	November 1, 2021 (Mon.)
September 7, 2021 (Tue.)	December 2, 2021 (Thur.)



Reports are filed electronically using TRACER and are timely if filed **before midnight** on the due date.

### **Other Important Dates:**

- *September 3, 2021* – Starts the 60 day period before the Election for Biennial School Electioneering Communication and concludes on November 1, 2021
- *October 3, 2021* – Starts the 30 day period before the Election for 24 Hour Major Contributor reports and concludes on November 1, 2021



# Supplemental Information / Reports

<b>Biennial School Electioneering Communication</b>	<b>24 Hour Notice of Major Contributor Report</b>
<p>Communications referring to one or more candidates for school board and are broadcasted, printed, mailed, delivered, or otherwise distributed within 60 days before the election.</p> <p>The communication may or may not use express advocacy.</p>	<p>A Major Contribution is a one-time contribution of \$1,000 or more received within 30 days before the Regular Biennial School election.</p> <p>Note: This includes contributions or loans a candidate gives to their own candidate committee.</p>
<p>When an expenditure is entered and flagged by a filer as meeting the criteria, TRACER prompts filer to provide additional details which includes the name(s) of the candidate(s) mentioned in the communication and the date(s) and method of the communication.</p>	<p>TRACER creates a report once a qualifying contribution has been entered/saved. These reports are due within 24 hours of the recorded received date.</p> <p>Note: If an incorrect contribution date is entered, call the help desk for assistance in correcting. Updating a date on a major contribution entry may create multiple major contributor reports.</p>





# Contributions

## Contribution Limits

- There are no contribution limits for school board candidates – must be from permissible sources
- Cash/coin contributions are allowed up to \$100 – if over \$100 must be received in another form of payment
- LLC contributions are allowed if
  - All the LLC members are permissible contributors,
  - The LLC's shares are NOT publicly traded,
  - The LLC does not file their taxes like a corporation.
  - See the training manual for more details on LLC contributions and how to report them.

## Prohibited Contributors / Contributions

- Corporations (profit & non-profit)
- Labor Organizations / Unions
- Foreign Citizens
- Foreign Governments
- Foreign Corporations
- Issue Committees
- Small-Scale Issue Committees
- Independent Expenditure Committees
- Other Candidate Committees
- Anonymous sources – contributions where the identity of the contributor is unknown or not all the required information is provided



# Disclosure Requirements

## Contributions

- Must report all – including those under \$20 (a.k.a Non-Itemized)
- \$20 or more (aggregated or one-time), within a reporting period, must be itemized with:
  - Contributor’s name & address, and
  - Occupation & Employer, if from a natural person & the contribution is \$100 or more
- No cash or coin contributions over \$100
- Use Fair Market Value to report non-monetary (in-kind) contributions
- LLC contributions must have the affirmation form and be itemized regardless of the amount
- Anonymous contributions may not be kept and must be donated to an IRS recognized charity or sent to the State Treasurer’s office within 30 days of receipt. (CPF Rule 10.8)
- Select “Candidate” as the contributor type when a candidate contributes/loans to their own committee

## Expenditures

- Must report all – including those under \$20 (a.k.a Non-Itemized)
- \$20 or more (aggregated or one-time), within a reporting period, must be itemized
  - Itemized means listing:
    - Name & address to whom payment was made
    - Purpose of expenditure
- No cash or coin expenditures over \$100
- An expenditure is made when:
  - The actual spending occurs OR
  - A contractual agreement has been made and the amount is known - Whichever comes first
- The law does not provide a list of permissible or prohibited types of expenditures. Funds can’t be used for personal purposes except as outline by 1-45-103.7(6.5), C.R.S. by candidates for reasonable and necessary child / dependent care expenses.



# Sign Placement & “Paid For By” Statements

## Sign Placement - check with:

- The city’s / county’s zoning or code enforcement office
- CDOT (Colorado Department of Transportation)
- HOA (Home Owner Association)

## TV & Radio Ads / “Paid for By” Statements

- Must comply with the Federal Communications Commission (FCC) Sponsorship Identification or “Sponsored by” regulations. Click [here](#) to visit the FCC website.

**THE SECRETARY OF STATE’S OFFICE SUGGESTS THAT  
ALL COMMUNICATIONS CONTAIN A DISCLAIMER /  
PAID FOR BY STATEMENT**

**[Guidance Document Link](#)**





# “Paid For By” Statements Continued

**Disclaimer / “Paid for By” Statements are required for the following types of communications:**

<b>Broadcast &amp; Non-Broadcast</b>	<b>Placed on a website</b>
Mailed	Streaming media service
Printed	Online forum for a fee
Delivered	Otherwise distributed



# “Paid For By” Statements Continued

Electioneering Communications	Independent Expenditures	Other Communications
<ul style="list-style-type: none"><li>Spends \$1,000 or more, in the aggregate during a calendar year, on Electioneering Communications</li></ul>	<ul style="list-style-type: none"><li>Spends <u>in excess of</u> \$1,000 on <u>an</u> Independent Expenditure Communication in the calendar year</li></ul>	<ul style="list-style-type: none"><li>Spend in excess of \$1,000 on a communication that must be disclosed under Article XXVIII of the Colorado Constitution or the Fair Campaign Practices Act – C.R.S. 1-45-108.3(1)</li></ul>

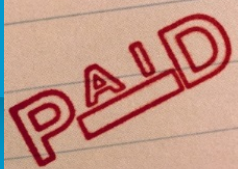
PAID

# “Paid For By” Statements / Disclaimer Requirements

## Non-Broadcast Communications including Online Communications

- Must appear in a manner that is clear, conspicuous, and is clearly readable,
- A statement that “The communication has been paid for by (full name of the person paying for the communication)”,
- Name of the natural person who is the registered agent if the person that paid for the communication is not a natural person,
- For an Independent Expenditure, a specific statement that the communication is not authorized by any candidate,
- Font is no less than 15 percent of the largest font used in the communication. If 15 percent is less than 8 point font then the font must be 8 point font.





# “Paid For By” Statements / Disclaimer Requirements

## Broadcast Communications including Online Video and Audio

- Must comply with the Federal Communications Commission (FCC) for size, duration and placement. Click [here](#) to visit the FCC website for their requirements.
- A statement that “The communication has been paid for by (full name of the person paying for the communication)”





# “Paid For By” Statements / Disclaimer Requirements Continued

## Electronic or Online Communications

If impracticable to include a disclaimer on an electronic or online communication, the required disclaimer must be available by means of a direct link from the communication to a web page or application screen containing the disclaimer statement.

- **Direct link disclaimer requirements:**
  - Same as the Non-Broadcast communication requirements for size and content,
  - The information on the direct link must be clearly and conspicuously displayed, and must be immediately apparent on the screen without receiving or viewing any additional material





# “Paid For By” Statements / Disclaimer Requirements Continued

## Campaign and Political Finance Rule 22

A disclaimer / paid for by statement does not apply to bumper stickers, pins, buttons, pens, and similar small items upon which the disclaimer cannot be reasonably printed.



# Penalties / Waiver Requests

## Imposed Penalties

Penalties of \$50 per day, including weekends and holidays, are imposed every day a report is late.



## Appealing Penalties

Written appeals may be submitted to the Secretary of State's office through your TRACER account or by email. The request is due no later than 30 days after the date the notification of penalty was sent.

Penalty may be reduced or waived if good cause is shown – See CPF Rule 18.1 for details.



But the dog ate my check book



# Campaign Finance Complaints

- Complaint Process is established by Colorado law 1-45-111.7 C.R.S.
- Anyone can file a complaint
- Complaints cannot be filed anonymously
- Complaints are public information
- Complainants are not a party to the proceedings
- Complaints may be initiated by the Election Division's Complaint and Enforcement unit
  - *Note: The Complaint and Enforcement unit is separate and apart from the Campaign Finance Compliance and Guidance team.*  
*Contact info: [CPFcomplaints@sos.state.co.us](mailto:CPFcomplaints@sos.state.co.us) or 303-894-2200 ext. 6338.*



# Campaign Finance Complaints Continued

## **CPF Complaints Must:**

- Be filed on the Campaign and Political Finance Complaint form
- Include Complainant's name, address, email, telephone number, and signature
- Include the Respondent's name, address, email, and telephone number
- Be filed within 180 days of when Complainant knew or should have known of the alleged violation
- Allege one or more violations of campaign finance regulations or law
- State sufficient facts to support a legal and factual basis for the complaint



# Campaign Finance Complaints Continued

- Complaint process & outcomes:
  - Cure
  - Investigation
  - Dismissal
  - Administrative Hearing
- Administrative Hearings can result in a monetary penalty
- Complaint process statute / rules:
  - 1-45-111.7 C.R.S.
  - Campaign and Political Finance Rule 23



# Unexpended Funds / Termination

These are the funds left over after the election

## Candidate Committee

- Personal use prohibited
  - Candidates may be reimbursed for reasonable and necessary child / dependent care expenses incurred in connection with campaign activity during the election cycle
- Permissible
  - Retain for use in a subsequent election (CPF Rule 2.2.4)
  - Reimburse Candidate for their expenditures
  - Contribute to the political party, subject to contribution limits
  - Return to contributors (no more than what was contributed)
  - Donate to a charitable organization recognized by the IRS
  - Review 1-45-106 C.R.S. for additional options



## Termination Reports

- May not have any outstanding debts/obligations/complaints including late filing penalties
- Losing an election does not automatically terminate an account in TRACER (the candidate or agent of a committee must affirmatively terminate in TRACER otherwise reports are still required)

**Note: Records must be kept for 180 days after the election (LLC affirmations for 1 year).  
If a complaint is filed must maintain all records until it is settled.**



# QUESTIONS



# Thank You



**Campaign Finance Support Team**  
**303-894-2200**

E-mail: [cpfhelp@sos.state.co.us](mailto:cpfhelp@sos.state.co.us)

TRACER website: <http://tracer.sos.colorado.gov>





# TRACER Review - HOME PAGE



Colorado  
Secretary of State  
Jena Griswold

Secretary of State Home | Elections & Voting

Search

Resources

Reports

Quick Stats

## TRACER Home

### Search

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- Committee Search
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- Expenditure Search
- Loan Search
- Penalty Search
- Complaint Search
- Political Race Search
- Supplemental Reports
- Registered Agent Search
- Document Search
- All Searches

### Resources

- Announcements
- Publications
- Forms
- FAQ
- Download Data
- Links
- All Resources

### Reports

### Quick Stats

### Learn to Use TRACER

### Committee Registration

### Candidate Affidavit



[About this website](#)

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[Campaign Finance Manual \(PDF\)](#)

## Welcome to the Campaign Finance Disclosure Website

[Registered User Login](#)

[Search Database](#)

[Learn to Use TRACER](#)

[Committee Registration](#)

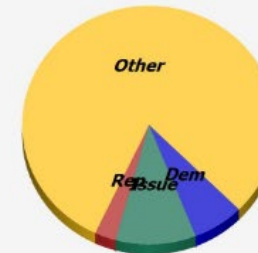
[Generate Reports](#)

[Quick Stats](#)

[Candidate Affidavit](#)

### Contributions and Loans Filed in 2019

- Democratic Candidates  
\$260,268.09
- Issue Committees  
\$409,847.61
- Republican Candidates  
\$107,662.00



Graph represents all contributions and loans that were included on reports filed in the current year.

# Candidate Affidavit Searches

This search allows you to see all who have filed a candidate affidavit in TRACER.

1. Click *Candidate Search*
2. *Election Year* field - Select 2021
3. *Jurisdiction* field: From the dropdown list choose the desired county  
(*Tip: use the county where the Admin. Offices for the School District are located*)
4. *Office* field: Select School Board Director
5. *Status* field: Defaults to Active (may change to *Select all Status* if needed)
6. Click on the red *Search* button
7. *Search Results* are displayed (or an error message appears if no results are found)
8. Click on a candidate's name to see detailed information about them and their filings

TRACER Home

Search

- Candidate Search
- Committee Search
- Contribution Search
- Expenditure Search
- Loan Search
- Penalty Search
- Complaint Search
- Political Race Search
- Supplemental Reports
- Registered Agent Search
- Document Search

TRACER

About this website

Welcome to the

### Search Criteria

Enter information about the candidate for which you are searching and search criteria in at least one field.

Last Name:

name begins with  name contains

First Name:

name begins with  name contains

Candidate ID:

Party:

Election Year:  2

Jurisdiction:  3

Office:  4

District:

Status:  5

6

### Search Results 7

Below are the results of your Candidate Search. Click on column headings to sort. Click on a Candidate's name to see more information. You may change your search criteria by clicking on the "Change Criteria" button.

4 matching record(s) found.

Export To:

Candidate Name	Party	Election Year	Jurisdiction	Office	District	Campaign Status	Candidate Status	Candidate ID
<a href="#">CIANCIO, KEN</a>	Non-Partisan	2019	ADAMS	SCHOOL BOARD DIRECTOR	WESTMINSTER 50	Active	Active	20155029326
<a href="#">GOLDSTEIN, LORI</a>	Non-Partisan	2019	ADAMS	SCHOOL BOARD DIRECTOR	ADAMS 12 FIVE STAR SCHOOLS	Active	Active	20195036227
<a href="#">MARTINEZ, CHRISTINE</a>	Non-Partisan	2019	ADAMS	SCHOOL BOARD DIRECTOR	WESTMINSTER 50	Active	Active	20195036342
<a href="#">MATH, MAX</a>	Non-Partisan	2019	ADAMS	SCHOOL BOARD DIRECTOR	WESTMINSTER 50	Active	Active	20155029081


1 Page Size: 10

# Registered User Login Page



TRACER Home

- Search
- Resources
- Reports
- Quick Stats
- Learn to Use TRACER
- Committee Registration
- Candidate Affidavit



## Registered User Login

v 20180706.1

[Help with this page](#)  
[Campaign Finance Manual \(PDF\)](#)

Registered User Login

User Name:


PIN:

Login
Reset

[Forgot your PIN?](#)  
[Forgot your User Name?](#)

Login page after setting up user name, PIN, and security question / answer.

TRACER will take you directly to your candidate work space unless you have a committee, in which case you'll need to select the committee.



## Organization Selection

Welcome back: SCHOOL BOARD CANDIDATE Last Login: Apr 17 2015 4:23PM

[My Message Center](#)

[Help with this page](#)
[Switch Organizations](#)
[Log Off](#) | v 20141013.1 Sandbox

[Campaign Finance Manual \(PDF\)](#)
[Change My PIN](#)

Organization	Key	Jurisdiction	Election, Office & District	Type & Status
<a href="#">FRIENDS OF SCHOOL BOARD CANDIDATE FOR BOULDER VALLEY SCHOOLS</a>	20155028814	BOULDER	2015 NOVEMBER ELECTION SCHOOL BOARD DIRECTOR (BOULDER VALLEY RE 2)	Candidate Committee Active
<a href="#">SCHOOL BOARD CANDIDATE</a>	20155028813	BOULDER	2015 NOVEMBER ELECTION SCHOOL BOARD DIRECTOR (BOULDER VALLEY RE 2)	Candidate Active

# Registered User Login Page – Forgot Your PIN

Home | Business & Licensing | Elections & Voting

TRACER

Registered User Login

[Help with this page](#)

[Campaign Finance Manual \(PDF\)](#)

User Name:

PIN:

Login

Reset

[Forgot your PIN?](#)

[Forgot your User Name?](#)

Find My Lost PIN

User Name: scandidate28813

Question: In what city would you most like to live?

Answer:

Submit

1. Enter User Name
2. Enter PIN (password)
3. Click Login button

Forgot your User Name or PIN? No problem.

After initially setting up your login information you may use one of the “Forgot” links. You will need to know the answer to the security question.

- *Forgot your PIN?* will show your PIN on screen
- *Forgot your User Name?* will send you your user name by email (to the email you used to register)

TRACER

Registered User Login

[Help with this page](#)

[Campaign Finance Manual \(PDF\)](#)

Your PIN is: Wat3rF@ll

User Name:

PIN:

Login

Reset

[Forgot your PIN?](#)

[Forgot your User Name?](#)



# Candidate or Committee Work Space

The main difference between a candidate's and a committee's work space is the committee's work space has a Contributions tab across the top. Enter all transactions, using the work tabs at the top of the page, **before** attempting to file a report.

## Candidate

TRACER Candidate/Committee Overview

Welcome back: SCHOOL BOARD CANDIDATE on behalf of SCHOOL BOARD CANDIDATE Last Login: Apr 20 2015 12:35PM

Help with this page | Switch Organizations | Switch to Committee Workspace | Log Off | Iv 20141013.1 Sandbox

### Account Status

Totals	
Ending Balance as of	\$0.00
Pending Expenditures	\$0.00

### Transaction History

Election Cycle: NONE

Transaction Type	Election Cycle Total Filed To Date
Expenditures	\$0.00

### Reports Due

Report Name	Period Begin	Period End	Due Date	Report Status	Action
OCTOBER 13, 2015 - REPORT OF EXPENDITURES	10/30/2014	10/8/2015	10/13/2015	Not Filed	<a href="#">View/File</a> <a href="#">Nothing to Report</a>
OCTOBER 30, 2015 - REPORT OF EXPENDITURES	10/9/2015	10/25/2015	10/30/2015	Not Filed	
DECEMBER 3, 2015 - REPORT OF EXPENDITURES	10/26/2015	11/28/2015	12/3/2015	Not Filed	

## Committee

TRACER Candidate/Committee Overview

Welcome back: SCHOOL BOARD CANDIDATE on behalf of FRIENDS OF SCHOOL BOARD CANDIDATE FOR BOULDER VALLEY SCHOOLS Last Login: Apr 20 2015 12:35PM

Help with this page | Switch Organizations | Switch to Candidate Workspace | Log Off | Iv 20141013.1 Sandbox

### Account Status

Totals	
Ending Balance as of	\$0.00
Pending Contributions	\$0.00
Pending Expenditures	\$0.00

### Transaction History

Election Cycle: NONE

Transaction Type	Election Cycle Total Filed To Date
Contributions	\$0.00
Loans	\$0.00
Expenditures	\$0.00
Loan Payments	\$0.00

### Reports Due

Report Name	Period Begin	Period End	Due Date	Report Status	Action
OCTOBER 13, 2015 - REPORT OF CONTRIBUTIONS AND EXPENDITURES	10/30/2014	10/8/2015	10/13/2015	Not Filed	<a href="#">View/File</a> <a href="#">Nothing to Report</a>
OCTOBER 30, 2015 - REPORT OF CONTRIBUTIONS AND EXPENDITURES	10/9/2015	10/25/2015	10/30/2015	Not Filed	
DECEMBER 3, 2015 - REPORT OF CONTRIBUTIONS AND EXPENDITURES	10/26/2015	11/28/2015	12/3/2015	Not Filed	



# File Reports Tab

After entering all transactions go to the File Reports tab, scroll past the *Filing History* section and down to the *Reports Due* section, and locate the required report. This takes you to the File Reports page where you'll have an opportunity to review the report before filing.

Whether filing as a candidate or committee, use the “View/File” link to submit a report with activity or if you have no activity, use the “Nothing to Report” link.

**Elections & Voting**

Contributions Expenditures Loans **File Reports** Reports Administration

**TRACER** Filing Administration

Welcome back: TEST JONES on behalf of COMMITTEE TO ELECT TEST JONES Last Login: Sep 14 2017 3:40PM  
[My Message Center \(10\)](#)

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[Campaign Finance Manual \(PDF\)](#) [Change My PIN](#)

Committee: COMMITTEE TO ELECT TEST JONES ID: 20175032027

**Reports Due**

Report	Period Begin	Period End	Due Date	Status	Action
OCTOBER 16, 2017 - REPORT OF CONTRIBUTIONS AND EXPENDITURES	7/1/2017	9/30/2017	10/16/2017	Past Due	<a href="#">View/File</a> <a href="#">Nothing to Report</a>
JANUARY 16, 2018 - REPORT OF CONTRIBUTIONS AND EXPENDITURES	10/1/2017	12/31/2017	1/16/2018	Not Filed	



# File Report Page

## Candidate

## Committee

Overview Expenditures **File Reports** Reports Administration

**TRACER** Statement of Personal Expenditures

Welcome back: SCHOOL BOARD CANDIDATE on behalf of SCHOOL BOARD CANDIDATE Last Login: Apr 20 2015 12:35PM  
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Candidate Name: SCHOOL BOARD CANDIDATE ID: 20155028813

**File Candidate Statement of Personal Expenditures**

Reporting Begin Date: 10/30/2014 Report Due: 10/13/2015  
Reporting End Date: 10/08/2015  
Total Itemized Expenditures: \$23.20  
Total Non-Itemized Expenditures: \$0.00

All Expenditures in this Reporting Period to be Included on this Report

Date	Disbursement Type	Expenditure Type	Payee Name	Amount	Explanation
4/20/2015	Monetary (Itemized)	Advertising	KINKOS FEDEX	\$23.20	COLOR COPIES OF FLYER FOR DOOR TO DOOR CAMPAIGNIN...

**File** **Cancel**

Overview Contributions Expenditures Loans **File Reports** Reports Administration

**TRACER** File Report of Contributions and Expenditures

Welcome back: SCHOOL BOARD CANDIDATE on behalf of FRIENDS OF SCHOOL BOARD CANDIDATE FOR BOULDER VALLEY SCHOOLS Last Login: Apr 20 2015 12:35PM  
[My Message Center](#)

[Help with this page](#) [Switch Organizations](#) [Switch to Candidate Workspace](#) [Log Off](#) | v 20141013.1 Sandbox  
[Campaign Finance Manual \(PDF\)](#) [Change My PIN](#)

Before continuing, please indicate if you intend for this to be a Termination Report. It is required that the report have an ending monetary balance of zero (line 5).  
Is this a Termination Report?  
 No  Yes

**File Report of Contributions and Expenditures**

**Detailed Summary**

Committee: FRIENDS OF SCHOOL BOARD CANDIDATE FOR BOULDER VALLEY SCHOOLS 1234 MAIN ST. BOULDER, CO 80000	Financial Institution: ABC TEST BANK 999 MT. ROAD DRIVE BOULDER CO 80000
Type: Candidate Committee	Committee SOS ID: 20155028814
Candidate: SCHOOL BOARD CANDIDATE	Committee Registered Agent: JANE DOE

Reporting Period Covered: 10/30/2014 through 10/08/2015 Report Due: 10/13/2015

This is a regularly scheduled filing.

1. Funds on Hand at Beginning of Reporting Period (monetary only)	0.00	6. Itemized Monetary Contributions	\$0.00
2. Total Monetary Contributions (Line 11)	\$0.00	7. Non-Itemized Monetary Contributions	\$0.00
3. Monetary Contributions plus Amount (Lines 1 + 2)	\$0.00	8. Loans Received	\$0.00
4. Monetary Expenditures (Line 18)	\$0.00	9. Total of Other Receipts	\$0.00
5. Funds on Hand at End of Reporting Period only	0.00	10. Returned Contributions	\$0.00
Total of Loan Balances	0.00	11. Total Monetary Contributions (Total Lines 6-10)	\$0.00
		12. Total Non-Monetary Contributions	\$0.00
		13. Total Contributions	\$0.00

**Report Details**

14. Itemized Monetary Expenditures	\$0.00
15. Non-Itemized Monetary Expenditures	\$0.00
16. Loan Repayments Made	\$0.00
17. Returned Expenditures	\$0.00
18. Total Monetary Expenditures (Total Lines 14-17)	\$0.00
19. Total Coordinated Non-Monetary Expenditures	\$0.00
20. Total Expenditures	\$0.00

**File** **Cancel**

Click on *File* to submit the report. TRACER may ask if you really want to file the report – click *OK* to confirm the action.

Message from webpage

Do you really want to FILE this report?

**OK** **Cancel**

19. Total Coordinated Non-Monetary Exp  
20. Total Expenditures

...dge or belief that all contributions  
...ntributions or donations received in  
...nization, are from permissible sources.

**File**



# Filing Complete

- Click the red *Finished* button once you get the onscreen confirmation of filing.

Your Filing has been successfully submitted. To view click the link below.

[Click here to View Report](#)

**Finished**



- You also get an email confirmation



Mon 1/12/2015 3:57 PM

campaignfinance@sos.state.co.us

Confirmation of Electronic Campaign Finance Filing for CDOS TEST

To  Public CPFhelp

The campaign finance report due 10/14/2014 was successfully filed with the Secretary of State's Office on 10/14/2014.

- Don't be late – we don't want to impose late filing penalties – call or email us for help.





# TRACER - Update Contact Information

Go to the *Administration* tab to update your contact information including email addresses.

TRACER sends email notices when a report is filed and when an upcoming report is due; therefore, please keep your email address current.

Secretary of State Home | Elections & Voting

Overview Contributions Expenditures Loans File Reports Reports **Administration**

TRACER Home Search Resources

Candidate/Committee Overview

**Committee** Update Registration Update Email

<b>Key:</b>	20195036199	<b>Type:</b>	Candidate Committee
<b>Name:</b>	KRIS' TEST CANDIDATE COMMITTEE - SENATE <b>Active</b>	<b>Jurisdiction:</b>	STATEWIDE
<b>Address:</b>	1234 MAIN	<b>Party:</b>	Republican
<b>City, State, Zip:</b>	DENVER CO 80000	<b>Office:</b>	Colorado Senate
<b>Telephone:</b>	303-894-2200	<b>District:</b>	Senate District 04
<b>Email:</b>	FCPA@SOS.STATE.CO.US	<b>Special District:</b>	No
<b>Alternate Email 1:</b>			
<b>Alternate Email 2:</b>			

**Committee Email** Return

**KRIS' TEST CANDIDATE COMMITTEE - SENATE**

Registered Agent Email KRIS AGENT:  ←

Additional Email 1:

Additional Email 2:

**Password Security Email**

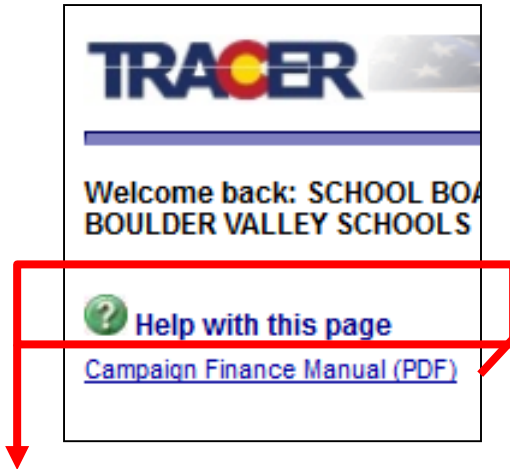
*This is the email address used to send personal password requests only.*

Personal Password Security Email for KRIS AGENT:  ←

Save Cancel

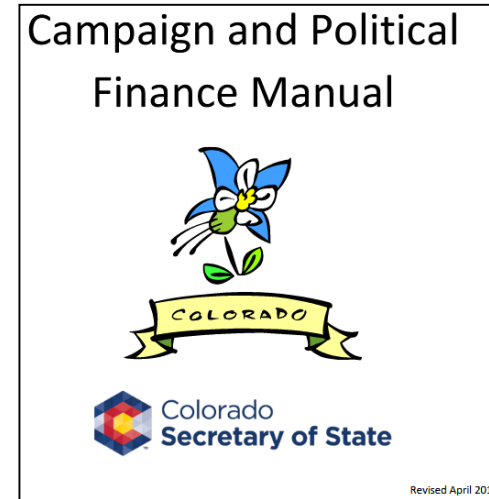
# TRACER Resources

- “Help with this page” link



## Help page results

- [Campaign Finance Manual](#)



- [Learn to Use TRACER webinars](#)

## Viewing a Candidate or Committee

You can access the Candidate/Committee Overview page to view the account status, transaction history reports due, file a report that is due, add or modify a penalty or waiver, and request a waiver.

### Tasks

To access the Candidate/Committee Overview page:

1. Perform the steps for [Searching for a Candidate or Committee](#).
- The Candidate/Committee Search Results page is displayed.
2. Click the link in the Candidate/Committee Name column of the data grid for the Candidate

