Introduction to Report of Contributions and Expenditures



The City Clerk's Office has created this spreadsheet in response to requests from candidates and committees in past elections. We hope that the spreadsheet is easy to understand and makes your job easier. Every effort has been made to test the functionality of the spreadsheet; however, actual use by a committee is the best test of all. Therefore, if you experience any problems with the spreadsheet, please notify the City Clerk's Office immediately.

You MUST use this Excel spreadsheet. Any reports created in, or converted to, other formats will not be accepted, even if they are converted back to Excel. The damage caused by conversion is extensive, and you will likely have to reenter your information from scratch in an Excel spreadsheet.

An attempt has been made to incorporate certain design features into this spreadsheet which will maintain the integrity of the design and which will assist you in data entry. Cells that will be filled in automatically or perform a calculation have a blue background. Cells have been formatted for entry of dates and dollar amounts. Certain cells or columns for text entry have been formatted to wrap text or shrink text to fit in the cell. Where appropriate, cells and/or sheets have been locked to prevent alteration. Avoid using cut, copy and paste to complete forms, as it may affect the function of the form.

1.2

If you have any comments or questions, please do not hesitate to reach out to me at: dgibson@c3gov.com
303-227-8791

Thank you and best of luck this election season:

Dylan A. Gibson, City Clerk

Revised: August 2023 Version:

Instructions for Completing Report of Contributions and Expenditures

The Report of Contributions and Expenditures is a financial report required for all committees, which accept contributions or make expenditures to support or oppose a candidate or an initiative seeking access to the ballot and/or a referendum placed on the ballot by the City Council. The report is comprised of ten (10) basic data entry pages along with several informational and instructional pages. The data entry forms consist of the Campaign Report with the Detail Summary, and Schedules A through H. Completion of Schedules A through H should be done prior to completion of the Campaign Report and Detail Summary pages. Listed below are brief descriptions of what each data entry page accomplishes to help you complete and finalize this report.

Campaign Report & Detailed Summary – these will be pages 1 and 2 of your report. The first is a summary page of the committee or candidate name, address, financial institution, registered agent and the contribution/expenditure totals for a specific reporting period with the Detailed Summary (page 2) summarizing totals for all other data entry forms. Complete this 2-page form last using the information from the other schedules.

Schedule A – This form is used to report monetary contributions received by the committee that exceed \$19.99 (Money received into the committee/candidate.)

Schedule B – This form is used to report expenditures paid out by the committee or candidate that exceed \$19.99 (Money expended/paid out by the committee/candidate.)

Schedule C – This form details loans received and repaid to a financial institution by the committee/candidate.

Schedule D – This form details any returned contributions and expenditures.

Schedule E – This form details tangible contributions, which can be assessed a fair market value. Expenditures on behalf of a candidate that are coordinated with or controlled by the candidate, candidate's agent or issue committee shall be counted as a contribution to and expenditure by the candidate committee.

Schedule F – This form is for candidates who do not have a campaign committee and have not received contributions nor made expenditures. No expenditures have been made on behalf of the candidate.

Schedule G – This form is for candidates who do not have a campaign committee but have made expenditures with personal funds.

Schedule H – This form is used to report monetary contributions received by the committee that exceeds \$400 (Money received into the committee/candidate). This report **MUST** be filed within 48 hours of receipt of contribution to the City Clerk.

Instructions for Completing Report of Contributions and Expenditures (Continued)

Filing – You **MUST** file this report **ELECTRONICALLY** by email to the City Clerk (dgibson@c3gov.com), by 5:00 p.m. on the due date. Forms must be received in .xlsx format. PDFs, images, text documents, or other formats will not be permitted and failure to submit a .xlsx file by the deadline will constitute a late report. This report must be opened, completed, and saved in Excel. Google Sheets and other programs will not accept the auto-calculate fields and will lead to formatting and file errors.

STEP 1. Completely fill out the Campaign Report page until you reach Line 1.

- Type the full name of the committee or Candidate
- Determine what type of report is being filed.
 - o Regularly Scheduled Filings are normal reporting periods as required
 - o Amended Filings are reports that correct a previously filed report.
 - o Termination Reports are filings that close a committee. You must report a zero balance on line #5.
- Type the Reporting Period being covered (The beginning and ending dates)
 - o 1st Report: Date of Candidacy through July 31
 - o 2nd Report: August 1 through August 31
 - o 3rd Report: September 1 through September 30
 - o 4th Report: October 1 through October 15
 - o 5th Report: October 16 through October 29
 - o 6th Report: October 30 through November 30
- Do not fille in the blue-shaded cells. Those will auto-calculate based on the information entered in the Campaign Report and Schedules A through H.

STEP 2. On the Detail Summary page form completely fill out the lines 6 through 18. Manually calculate the Cumulative totals from previous report(s).

- Line #6 Auto-calculates the total amount from Schedule A.
- Line #7 Enter the total amount of contributions received this reporting period that were \$19.99 or less.
- Line #8 Auto-calculates the total amount of all loans received this reporting period from Schedule C
- Line #9 Enter the total amount of all other receipts. (Example: Interest, Dividends)
- Line #10 Auto-calculates the total amount of all expenditures returned or refunded to the committee. (Schedule D money coming back to the committee).
- Line #11 Auto-calculates the sum of Lines #6 through #10.
- Line #12 Auto-calculates the total amount of all Non-Monetary Contributions from Schedule E.
- Line #13 Auto-calculates the sum of Line #11 and #12.
- Line #14 Auto-calculates the total amount from Schedule B.
- Line #15 Enter the total amount of all Expenditures \$19.99 or less.
- Line #16 Auto-calculates the total amount of all loan payments paid this period from Schedule C.
- Line #17 Auto-calculates the total amount of contributions returned to the donor from Schedule D.
- Line #18 Auto-calculates the sum of Lines #15 through #17.

Instructions for Completing Report of Contributions and Expenditures (Continued)

STEP 3. Complete the Authorization portion of the Campaign Report form.

- Type the Candidate or Registered Agent's Name
- Type the title of the person completing the form (typically Candidate, Treasurer, or Registered Agent)
- Type the date the report is completed
- Electronically sign the document

STEP 4. Submit the Report to the City Clerk by 5:00 PM on the due date.

- DO NOT submit this form in PDF, an image, picture, or paper form.
- This form MUST be submitted electronically via email to the City Clerk in .xlsx
- DO NOT open, edit, and save this file in any program other than Microsoft Excel.
- Forms received that contain formatting, data entry, or other errors due to opening and saving this form in another program or in any format other than .xlsx will be considered late and the City Clerk may assess a fine for any late reports received.

CAMPAIGN REPORT

Full Name of Commi	ttee:	Committee to Elect Richard Trujillo				
(as shown on Commit	as shown on Committee Registration Form)					
Name of Candidate: (if Standalone or not r	eflected in	Richard Trujillo Committee name)				
Type of Report:						
x Regularly Sch	heduled Fili	ng				
☐ 1st Report - Due	Aug. 5		☐ 5th Report - Due	e Friday before Election		
☐ 2nd Report - Due	Sept. 5		☐ 6th Report - Due	e Dec. 5		
☑ 3rd Report - Due	Oct. 5		☐ Annual filing (sta	art with day after last report)	1	
☐ 4th Report - Due	Oct. 20					
Amended Fili	ng, replacir	ng prior report dated:				
/ interregal in	ng, ropidon	ig prior roport datod.	Use due	date of report being	gamended	
_						
Termination F	Report (Re	port MUST Have a Mone	etary Balance o	f Zero in Line 5 Bel	ow)	
Reporting Period Co	vered:	9/1/2023	Through	9/30/202	3	
. •	L	date		date		
		date		date		
		date				
		date		Reportin	_	
1 Funds on Hand a	t Beginnin			Reporting Current P	_	
		g of Reporting Period		Reporting Current P	Period -	
2 Total Monetary C	ontribution	g of Reporting Period	unt	Reporting Current P	_	
2 Total Monetary C	ontribution y Contribut	g of Reporting Period ns tions & Beginning Amo	unt	Reporting Current P	Period - 2,387.38	
2 Total Monetary C3 Total of Monetary	ontribution y Contribut xpenditure	g of Reporting Period ns tions & Beginning Amo	unt	Reporting Current P	2,387.38 2,387.38	
 Total Monetary C Total of Monetary Total Monetary E Funds on Hand a I certify that this Camperroneous or incomplet	contribution y Contribut expenditure at End of Re paign Repo	g of Reporting Period ns tions & Beginning Amo	ing. I understa ird-party campa	Reporting Current P \$ \$ \$ \$ \$ and the submission aign finance complaints	2,387.38 2,387.38 1,225.48 1,161.90 of false,	
2 Total Monetary C 3 Total of Monetary 4 Total Monetary E 5 Funds on Hand a I certify that this Camperroneous or incompleactions taken by the C	contribution y Contribut expenditure at End of Re paign Repo ete informat City or its He	g of Reporting Period ns tions & Beginning Amo es eporting Period rt is a true and correct fil tion may be subject to the	ing. I understa ird-party campa nce with the Co	Reporting Current P \$ \$ \$ \$ \$ and the submission aign finance complaints	2,387.38 2,387.38 1,225.48 1,161.90 of false, aints or sed Municipal	
2 Total Monetary C 3 Total of Monetary 4 Total Monetary E 5 Funds on Hand a I certify that this Camperroneous or incompleactions taken by the C Code. Printed Name:	contribution y Contribut expenditure to End of Re paign Repo ete informat City or its He	g of Reporting Period ns tions & Beginning Amo es eporting Period rt is a true and correct fil tion may be subject to the	ing. I understa ird-party campa nce with the Co	Reporting Current P \$ \$ \$ \$ \$ and the submission aign finance complate complete complete commerce City Revise commercial commerc	2,387.38 2,387.38 1,225.48 1,161.90 of false, aints or sed Municipal	
2 Total Monetary C 3 Total of Monetary 4 Total Monetary E 5 Funds on Hand a I certify that this Camperroneous or incompleactions taken by the C Code. Printed Name:	contribution y Contribut expenditure to End of Re paign Repo ete informat City or its He	g of Reporting Period ns tions & Beginning Amo es eporting Period rt is a true and correct fil tion may be subject to the earing Officer in accorda ujillo erson Completing Form	ing. I understa ird-party campa nce with the Co	Reporting Current P \$ \$ \$ \$ mod the submission aign finance complate to the second commerce City Revision Registered Agent Campaign Title	2,387.38 2,387.38 1,225.48 1,161.90 of false, aints or sed Municipal	

DETAILED SUMMARY

Funds on	hand at	beginning	of reporting	period	(monetary):
i allao oli	mana at	~vgg	or roporting	PULLUM	1110110tal y /:

\$		-
----	--	---

		Reporting For Current Period	Cumulative Totals (manually calculated)
6	Itemized Contributions \$20 or More (Please list individually on Schedule A)	\$ 2,200.00	
7	Total of Non-Itemized Contributions \$19.99 or less (Manually calculated)		
8	Loans Received (Please list individually on Schedule C)	\$ •	\$ -
9	Total of Other Receipts such as Interest (Manually Calculated)	\$ -	\$ -
10	Returned Expenditures (From recipient) (Please list on Schedule D)	\$	\$ -
11	Total Monetary Contributions	\$ 2,200.00	
12	Total Non-Monetary Contributions (From Schedule E)	\$ 187.38	\$ -
13	Total Contributions	\$ 2,387.38	
14	Itemized Expenditures \$20 or More (Please list individually on Schedule B)	\$ 1,225.48	\$ -
15	Total Non-Itemized Expenditures \$19.99 or Less (Manually Calculated)		,
16	Loan Repayments Made (Please list on Schedule C)	\$ -	\$ -
17	Returned Contributions (To donor) (Please list on Schedule D)	\$ -	\$ -
18	Total Spending	\$ 1,225.48	

SCHEDULE A - ITEMIZED CONTRIBUTIONS STATEMENT (\$20 OR MORE)

(C.R.S. I-45-108(I)(a))

Prohibited Contributions

(Art. XXVIII, Sec.3 & C.R.S. 1-45-105.5)

- No candidate's candidate committee shall accept contributions from, or make contributions to, another candidate committee.
- No person shall act as a conduit for a contribution to a candidate committee.
- It shall be unlawful for a corporation or labor organization to make contributions to a candidate committee and to make expenditures expressly advocating the election or defeat of a candidate; except that a corporation or labor organization may establish a political committee or small donor committee which may accept contributions or dues from employees, officeholders, shareholders, or members.
- No candidate committee shall knowingly accept contributions from:
 - o Any natural person who is not a citizen of the United States; or
 - o A foreign government; or
- o Any foreign corporation that does not have the authority to transact business in this state pursuant to article 115 of title 7, C.R.S., or any successor section.
- No candidate committee or issue committee shall accept a contribution, or make an expenditure, in currency or coin exceeding one hundred dollars.
- No person shall make a contribution to a candidate committee or issue committee with the expectation that some or all of the amounts of such contribution will be reimbursed by another person.
- No person shall be reimbursed for a contribution made to any candidate committee or issue committee nor shall any person make such reimbursement except as provided in subsection (8) of this section (Art. XXVIII, Sec. 3(8)).
- *Candidate/Issues Committees are required to disclose occupation and employer for all \$100 or more contributions (Art. XXVIII, Sec. 7). Please refer to Article XXVIII, Section 3 for further information on contribution limits and prohibited contributions.

Total Contributions:

\$ 2,200.00

*Required if \$100 or more

Date Accepted	Contributor's Name Contributor's Address	Type (Cash, Check, etc)	Occupation*	Employer*	Am	ount
9/18/23	David White	Online	General Manager	JFW Trucking	\$	250.00
	1255 North Huntington Trails Parkway, Westminster, CO					
9/19/23	Ray Scott	Online	Manager	Energy Now LLC	\$	50.00
	2253 Kingston Road, Grand Junction, CO 81507					
9/20/23	Kasey Guthrie	Online	Safety Director	JFW Corp	\$	25.00
	9682 W. 14th Ave., Lakewood, CO 80215					
9/21/23	Joshua Hanfling	Online	Consultant	Sewald Hanfling Public Affairs	\$	250.00
	500 Williams St., Denver, CO 80218					
9/21/23	David White	Online	General Manager	JFW Corp	\$	100.00
	1255 North Huntington Trails Parkway, Westminster CO					
9/21/23	Don Keller	Online	Driver	JFW Trucking	\$	150.00
	8370 West 63rd Ave., Arvada, CO 80023					
9/21/23	Kiana Rayne Gabbert	Check	Tax Associate	Kutler Tax Resolution	\$	100.00
	11131 Alcott Street, Unit C, Westminster, CO 80234					
9/25/23	Diana Rael	Online	Land Planner	Norris Design	\$	250.00
	2709 S. Marion Cir., Denver, CO 80210					
9/26/23	Aaron Clutter	Online	Civil Engineer	JR Engineering	\$	150.00
	7200 South Alton Way, Suite C400, Centennial, CO 80112					

Date Accepted	Contributor's Name Contributor's Address	Type (Cash, Check, etc)	Occupation*	Employer*	Amount
9/26/23	Kevin Rohrbough 959 Buffalo Ridge Road, Castle Pines, CO 80108	Online	Civil Engineer	JR Engineering	\$ 150.00
9/27/23	Hue Lee 1460 E. 96th Dr., Thornton, CO 80229	Online	Commercial Driver	JFW	\$ 25.00
9/28/23	Kenneth Puncerelli 3260 Bears Den Drive, Sedalia, CO 80135	Online	Architect	LAI Design Group	\$ 250.00
9/28/23	Kurtis Williams 4224 Thistlesage Court, Castle Rock, CO 80109	Online	Engineer	JR Engineering	\$ 150.00
9/28/23	Mitchell Black 7570 S. Xenia Ct., Englewood, CO 80112	Online	Consultant	Norris Design	\$ 250.00
9/29/23	Rich Trimble 398 Scenic Drive, Loveland, CO 80537	Online	Construction	Garney Construction	\$ 50.00

Date Accepted	Contributor's Name Contributor's Address	Type (Cash, Check, etc)	Occupation*	Employer*	Amount

Date Accepted	Contributor's Name Contributor's Address	Type (Cash, Check, etc)	Occupation*	Employer*	Amount

Date Accepted	Contributor's Name Contributor's Address	Type (Cash, Check, etc)	Occupation*	Employer*	Amount

Date Accepted	Contributor's Name Contributor's Address	Type (Cash, Check, etc)	Occupation*	Employer*	Amount

Date Accepted	Contributor's Name Contributor's Address	Type (Cash, Check, etc)	Occupation*	Employer*	Amount

SCHEDULE B - ITEMIZED EXPENDITURES STATEMENT (\$20 OR MORE)

(C.R.S. 1-45-108(I)(a))

Total Expenditures:

\$1,225.48

Date	Person/Entity	Address	Description or Purpose	Amount
9/26/23	Signarama	1289 S. 4th Ave., #200, Brighton, CO 80601	Signage	\$1,225.48

Date	Person/Entity	Address	Description or Purpose	Amount

SCHEDULE C - LOANS

This form is for line item 8 and 16 of the Detailed Summary Report. No information copied from such reports shall be sold or used by any person for the purpose of soliciting contributions or for any commercial purpose.

[Art. XXVID, Sec. 9 (e)]

Notwithstanding any other section of this article to the contrary, a candidate's candidate committee may receive a loan from a financial institution organized under state or federal law if the loan bears the usual and customary interest rate, is made on a basis that assures repayment, is evidenced by a written instrument, and is subject to a due date or amortization schedule.

Total of all Loans Received this Reporting Period: \$
Total of all Loans Repayments Made this Reporting Period: \$
Total Loan Outstanding Balances: \$ -

Date Received	Name of Financial Institution Address	Loan Amount Received This Period	Interest % of Loan	Repayment Made This Period	Remaining Balance

SCHEDULE D - RETURNED CONTRIBUTIONS & EXPENDITURES

Contributions Returned

Address (including City/State/Zip)	Date Accepted	Date Returned	Reason for Return	Amount

Expenditures Returned

Total Expenditures Returned: \$ -

Total Contributions Returned:

Person/Entity	Address (including City/State/Zip)	Date Accepted	Date Returned	Reason for Return	Amount

SCHEDULE E - STATEMENT OF NON-MONETARY CONTRIBUTIONS

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

Total Non-Monetary Contributions:

\$ 187.38

*Required if \$100 or more

Date Accepted	<u>Contributor's Name</u> Contributor's Address	Occupation*	Employer*	Description	Fair Market Value
9/28/23	Dave White	General Manager	JFW	Flyers	\$ 187.38
	1255 North Huntington Trails Parkway, Westminster, CO 80023				
9/28/23					

Date Accepted	Contributor's Name Contributor's Address	Occupation*	Employer*	Description	Fair Market Value

SCHEDULE F - STATEMENT OF NON-RECEIPT OF CONTRIBUTIONS AND NON-EXPENDITURE OF FUNDS

[1-45-108(1) & 1-45-109, C.R.S]

This form is for candidates who do not have a campaign committee and have not received contributions nor made expenditures. No expenditures have been made on behalf of the candidate.

]
Name of Candidate:					
Address of Candidate:					
					l
City:	State:			Zip:	
Reporting Period Covered:	9/1/2023	Thro	ough	9/30/2023	
	date			date	
CONTRIBUTIONS RECEIVED		/ABLE DURIN 0.00	G THIS REPO	RTING PERIO	OD:
	φı	J.UU			
EXPENDITURES MADE		ED DURING TH 0.00	HIS REPORTI	NG PERIOD:	
	·				
I certify that no person received contrib	utions on my	behalf nor mad	le any expend	itures on my h	ehalf No
contributions have been pledged to me	, nor on my b	ehalf. I have no	received any	contributions	nor have I
made or incurred any expenditures on a submission of false, erroneous or incon	•	•	. • .		
complaints or actions taken by the City	•	•	•		
Revised Municipal Code.			-		
Printed Name:			Date:		
			-		•
	20)]		
Signature: /s/ (your nam	ie)		l		

SCHEDULE G - STATEMENT OF PERSONAL EXPENDITURES BY A CANDIDATE

[1-45-108(1) & 1-45-109, C.R.S.]

Richard Truiillo

This form is tor use by a candidate who has not received any contributions (does not have a candidate committee), but has made expenditures of personal funds.

Name of Candidate:

			iara rrajino		_
Type of Rep	port:				
X Re	egularly Scheduled Fili	ng			
□ 2 ☑ 3	st Report - Due Aug. 5 and Report - Due Sept. 5 ard Report - Due Oct. 5 arth Report - Due Oct. 20	☐ 5th Report - Due Friday before☐ 6th Report - Due Dec. 5☐ Annual filing (start with day aft			
	nended Filing, replacin	ng prior report dated: port M UST Have a Monetary		ate of report bei	
	Period Covered:		Through	9/30/2023 date]
				•	ing For t Period
		ed Expenditures (\$19.99 or I	ess)	\$	-
2 Total ite	emized Expenditures	(\$20 or more)		Ф	-
Date	Person/Entity	Person/Entity's Addre	ess Descripti	ion of Expense	Amount
1 4	this Otatamant of Dama				l
submission of complaints of	of false, erroneous or i	onal Expenditures is a true at incomplete information may b City or its Hearing Officer in a	e subject to thi	ird-party campai	gn finance
F	Printed Name:	Richard Trujillo	Date:	10/5/2023	<u>-</u>
	Signature: Richar	d Trujillo			

SCHEDULE H - NOTICE OF LARGE CONTRIBUTION

[CCRMC 2-1005(e)(6)]

This report is **mandatory** for all committees for contributions of \$400 or more (monetary or non-monetary) received at any time during the election cycle. This report shall be filed with the City Clerk within 48 hours (or as soon thereafter if the 48th hour is on a weekend or holiday) after receipt of the contribution.

Name of Committee:	Elect Richard Trujillo for Ward III
Address of Committee:	10750 Worchester Way, Commerce City, CO 80022
Full Name of Contributor:	Erika White
Full Address of Contributor:	816 Acoma St., #818, Denver, CO 80204
Type of Contribution:	☐ Monetary ☑ Non-Monetary
Date of Contribution:	10/5/2023
Contribution Amount:	\$2,350.00
Description (if non-monetary):	Website Design and Programming
false, erroneous or incomplete informat	bution is a true and correct filing. I understand the submission of tion may be subject to third-party campaign finance complaints or Officer in accordance with the Commerce City Revised Municipal
Printed Name:	Joannie Trujillo Date: 10/5/2023
Signature: Richard 7ru	ujillo

ATTRIBUTION OF LLC CONTRIBUTIONS TO INDIVIDUAL MEMBERS

All contributions from LLCs must be listed here with the amount of the contribution or contribution in kind attributed to each member of the LLC as stated in the Affirmation Statement for Limited Liability Company Contributions provided by the contributing LLC

Date of Contribution by LLC	LLC Total Contribution Amount	Name of LLC	Individual LLC Members	Amount of Attribution
				ı
Date of	LLC Total			
Contribution by	Contribution			Amount of
LLC	Amount	Name of LLC	Individual LLC Members	Attribution
				1
Date of	LLC Total			1
Contribution by	Contribution			Amount of
LLC	Amount	Name of LLC	Individual LLC Members	Attribution
				1
Date of	LLC Total			1
Contribution by	Contribution			Amount of
LLC	Amount	Name of LLC	Individual LLC Members	Attribution
				İ
				ı