

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.

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:

A handwritten signature in blue ink, consisting of a large, stylized 'D' followed by a long horizontal line that tapers to the right.

Dylan A. Gibson, City Clerk

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

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

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

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 fill 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 Committee:
(as shown on Committee Registration Form)

Name of Candidate:
(if Standalone or not reflected in Committee name)

Type of Report:

Regularly Scheduled Filing

1st Report - Due Aug. 5

2nd Report - Due Sept. 5

3rd Report - Due Oct. 5

4th Report - Due Oct. 20

5th Report - Due Friday before Election

6th Report - Due Dec. 5

Annual filing (start with day after last report)

Amended Filing, replacing prior report dated:

Use due date of report being amended

Termination Report (Report **MUST** Have a Monetary Balance of Zero in Line 5 Below)

Reporting Period Covered: Through
date date

		Reporting For Current Period
1	Funds on Hand at Beginning of Reporting Period	\$ -
2	Total Monetary Contributions	\$ -
3	Total of Monetary Contributions & Beginning Amount	\$ -
4	Total Monetary Expenditures	\$ -
5	Funds on Hand at End of Reporting Period	\$ -

I certify that this Campaign Report is a true and correct filing. I understand the submission of false, erroneous or incomplete information may be subject to third-party campaign finance complaints or actions taken by the City or its Hearing Officer in accordance with the Commerce City Revised Municipal Code.

Printed Name: Ryan Keefer
Name of Person Completing Form

Title: Candidate
Campaign Title

Signature: /s/ Ryan Keefer

Date: 10/20/2023

DETAILED SUMMARY

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

\$	-
----	---

		Reporting For Current Period	Cumulative Totals (manually calculated)
6	Itemized Contributions \$20 or More (Please list individually on Schedule A)	\$ -	\$ -
7	Total of Non-Itemized Contributions \$19.99 or less (Manually calculated)	\$ -	\$ -
8	Loans Received (Please list individually on Schedule C)	\$ -	\$ 468.60
9	Total of Other Receipts such as Interest (Manually Calculated)	\$ -	\$ -
10	Returned Expenditures (From recipient) (Please list on Schedule D)	\$ -	\$ -
11	Total Monetary Contributions	\$ -	
12	Total Non-Monetary Contributions (From Schedule E)	\$ -	\$ -
13	Total Contributions	\$ -	
14	Itemized Expenditures \$20 or More (Please list individually on Schedule B)	\$ -	\$ 468.60
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	\$ -	

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

(C.R.S. 1-45-108(l)(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:
 - Any natural person who is not a citizen of the United States; or
 - A foreign government; or
 - 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.

SCHEDULE D - RETURNED CONTRIBUTIONS & EXPENDITURES

Contributions Returned

Total Contributions Returned:

\$ -

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

Expenditures Returned

Total Expenditures Returned:

\$ -

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

Date Accepted	<u>Contributor's Name</u> 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:

City:

State:

Zip:

Reporting Period Covered: Through
date date

CONTRIBUTIONS RECEIVED OR RECEIVABLE DURING THIS REPORTING PERIOD:
\$0.00

EXPENDITURES MADE OR INCURRED DURING THIS REPORTING PERIOD:
\$0.00

I certify that no person received contributions on my behalf nor made any expenditures on my behalf. No contributions have been pledged to me, nor on my behalf. I have no received any contributions nor have I made or incurred any expenditures on my own behalf during this reporting period. I understand the submission of false, erroneous or incomplete information may be subject to third-party campaign finance complaints or actions taken by the City or its Hearing Officer in accordance with the Commerce City Revised Municipal Code.

Printed Name: Date:

Signature: /s/ (your name)

SCHEDULE G - STATEMENT OF PERSONAL EXPENDITURES BY A CANDIDATE

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

This form is for 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:

Type of Report:

- Regularly Scheduled Filing
 - 1st Report - Due Aug. 5
 - 2nd Report - Due Sept. 5
 - 3rd Report - Due Oct. 5
 - 4th Report - Due Oct. 20
 - 5th Report - Due Friday before Election
 - 6th Report - Due Dec. 5
 - Annual filing (start with day after last report)

Amended Filing, replacing prior report dated:
Use due date of report being amended

Termination Report (Report **MUST** Have a Monetary Balance of Zero in Line 5 Below)

Reporting Period Covered: Through
date date

			Reporting For Current Period
1	Total Amount of Non-Itemized Expenditures (\$19.99 or less)	\$	-
2	Total Itemized Expenditures (\$20 or more)	\$	-

Date	Person/Entity	Person/Entity's Address	Description of Expense	Amount

I certify that this Statement of Personal Expenditures is a true and correct filing. I understand the submission of false, erroneous or incomplete information may be subject to third-party campaign finance complaints or actions taken by the City or its Hearing Officer in accordance with the Commerce City Revised Municipal Code.

Printed Name: _____ Date: _____

Signature: /s/ (your name)

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

Name of Committee:

Address of Committee:

Full Name of Contributor:

Full Address of Contributor:

Type of Contribution:

Monetary Non-Monetary

Date of Contribution:

Contribution Amount:

Description (if non-monetary):

I certify that this Notice of Large Contribution is a true and correct filing. I understand the submission of false, erroneous or incomplete information may be subject to third-party campaign finance complaints or actions taken by the City or its Hearing Officer in accordance with the Commerce City Revised Municipal Code.

Printed Name: _____ Date: _____

Signature: /s/ (your name)

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

Date of Contribution by LLC	LLC Total Contribution Amount	Name of LLC	Individual LLC Members	Amount of Attribution

Date of Contribution by LLC	LLC Total Contribution Amount	Name of LLC	Individual LLC Members	Amount of Attribution

Date of Contribution by LLC	LLC Total Contribution Amount	Name of LLC	Individual LLC Members	Amount of Attribution