



CANDIDATE INFORMATION BOOKLET

2019 Municipal Election



CITY COUNCIL STATEMENT OF VISION

Lafayette's panoramic view of the Rocky Mountains inspires our view into the future. We value our heritage, our unique neighborhoods, a vibrant economy and active lifestyles. We envision a future that mixes small-town livability with balanced growth and superior city services.

CITY OF LAFAYETTE

Candidate Election Calendar

NOVEMBER 5, 2019

August 6, 2019	Nomination Petition Packets available in City Clerk's office (91 days prior to election) First day petitions may be circulated
August 26, 2019 – 5 p.m.	Nomination Petitions and Acceptance Affidavits must be filed with City Clerk by 5:00 p.m. (71 days prior to election) FORMS MUST BE PROPERLY SIGNED & NOTARIZED
September 3, 2019 – 5 p.m.	Deadline for petition to be amended or corrected if the clerk finds it is not in conformity with the State Statutes (63 days prior to election)
August 29, 2019 – 6:00 p.m.	CANDIDATE ORIENTATION AND Q & A City Administrator, Department Heads and Councilors will provide an overview. Drawing for ballot order - City Council Chambers
September 19, 2019 - 6:30 p.m.	CANDIDATES FORUM -- Hosted by the Youth Advisory Committee – Lafayette Library Meeting Room
October 10, 2019 - 6:30 p.m.	CANDIDATES FORUM – Hosted by the League of Women Voters – Lafayette Library Meeting Room
October, 11, 2019	First Day ballots can be mailed
October 15, 2019	Contribution & Expenditure report to be filed with the City Clerk (21 days prior to the election). Reporting period is from the beginning of the initial filing through October 10, 2019.
November 1, 2019	Contribution & Expenditure report to be filed with the City Clerk (Friday prior to election). Reporting period is from October 11 through October 27, 2019.
November 5, 2019	ELECTION DAY (Polls close at 7:00 p.m.)
November 19, 2019 – 5:30 p.m.	Swearing-in of new Council Members (next regular meeting following the <u>certification of the election by Boulder County</u>)
November 20, 2019	Campaign signs must be removed (15 days after election)
December 5, 2019	Contribution & Expenditure report to be filed with City Clerk (30 days after election). Reporting period is from October 28 through November 30, 2019.

SAVE THESE DATES!

Council orientation sessions are an important part of understanding the complexities of local government and help you be an effective Councilor. Orientation sessions will be held in January, February, and March of 2020 to assist you in your transition to the Lafayette City Council. The *New Council Academy* will consist of six (6) classes led by the City Administrator and various City department directors and representatives to introduce you to the basics of municipal service provision, plans for upcoming programs, and projects currently underway in Lafayette.

A facilitated day-and-a-half Council retreat is scheduled for Friday, January 31 from 3 p.m. to 6 p.m. and Saturday 9 a.m. to 4 p.m. This off-site gathering will focus on Governance (how we work together) and Strategic Priorities (critical success factors). **More information will be available later in the year, these dates are established and all candidates should plan their schedules accordingly.**

If you win . . . Plan on Attending

January 9, 2020 – Thursday 5:30 – 7:30 pm	<i>New Council Academy</i> City Administrator, City Attorney, and City Clerk City Hall Council Chamber
January 23, 2020 – Thursday 5:30 – 7:30 pm	<i>New Council Academy</i> Arts and Cultural Resources, Finance, and Human Resources The Collective – Community Arts Center
January 31, 2020 – Friday Half-day Retreat 3:00 – 6:00 pm	<i>Governance: How we Work Together</i> Golf Course Clubhouse Banquet Room
February 1, 2020 – Saturday Full-day Retreat 9:00 am – 4:00 pm	<i>Strategic Priorities: Critical Success Factors</i> Golf Course Clubhouse Banquet Room
February 6, 2020 – Thursday 5:30 – 7:30	<i>New Council Academy</i> Planning & Building, Urban Renewal, and Economic Development City Hall Council Chamber
February 20, 2020 – Thursday 5:30 – 7:30 pm	<i>New Council Academy</i> Police and Fire Services Police Department Community Room
March 5, 2020 – Thursday 5:30 – 7:30 pm	<i>New Council Academy</i> Library, Public Communications, Environmental Sustainability Library Meeting Room
March 19, 2020 – Thursday	<i>New Council Academy</i> Parks, Recreation, and Open Space; and Public Works Golf Course Clubhouse Banquet Room

CITY OF LAFAYETTE

2019 CANDIDATE INFORMATION BOOKLET

INTRODUCTION

The Candidate Information Booklet provides general information about conducting an election campaign for City Council in the City of Lafayette, Colorado. The booklet contains resources specific to the November 5, 2019 Election.

ELECTION ADMINISTRATION

Regular and special municipal elections are administered by the Lafayette City Clerk's Office under provisions of the Municipal Code, City Charter, and Colorado law. The City Clerk's Office will assist you with the election process; however the City Clerk may not provide legal advice. You should consult with your own attorney about the application of the law to your own situation.

**The City Clerk's Office is open from 8:00 a.m. to 5:00 p.m.,
Monday through Friday, with the exception of legal holidays.**

OFFICERS TO BE ELECTED

At the 2019 election, five council members will be elected. The three candidates receiving the highest number of votes each will serve four-year terms. The candidates receiving the fourth and fifth highest number of votes will each serve a two-year term. The terms of office of the council shall commence at the next regular council meeting following the certification of the election.

MAIL BALLOT ELECTION

The November 5, 2019 municipal election will be conducted as a mail ballot election in coordination with the Boulder County Clerk's Office. Ballots will be mailed to all registered city voters approximately two weeks before the election. Voted ballots will be returned to and processed by Boulder County Elections. Candidates, members of the public, and the news media are welcome to observe the mail ballot process at any time. It is recommended that you call the County in advance to determine whether ballots are being processed at the time you plan to visit.

ELIGIBILITY FOR ELECTIVE OFFICE

To hold an elective office, a candidate must have been a resident of Lafayette for at least one year immediately prior to the last day for filing original petitions for such office (August 26, 2019). Qualified candidates must be 18 years of age and a registered elector of the City.

No person will be eligible for any elective or appointive City office who is in default to the City or to any other governmental entity of the State. No elected officer may be appointed to any office or be employed by the City while serving on the Lafayette City Council.

NOMINATION PROCESS

Candidates for City Council must circulate and submit a nomination petition containing signatures of at least 25 registered electors who reside within the city limits of Lafayette. Candidates must obtain a **NOMINATION PETITION PACKET** from the City Clerk beginning August 6, 2019 and return it no later than 5:00 p.m. on Monday, August 26, 2019.

REGISTERED ELECTOR

The person signing the petition shall be deemed to be a “registered elector” if the person’s name and address match the information on the Boulder County Clerk’s voter registration rolls.

VOTER REGISTRATION

In-person voter registration is now allowed up through Election Day.

COUNCIL CANDIDATE Q & A

The City Clerk will host a Council Candidate Q&A Session on August 29, 2019 at 6:00 p.m. in the City Council Chamber. There will be a **LOTTERY DRAWING** at this time to determine the order of Candidates’ names on the ballot. Your attendance at this meeting is optional.

WITHDRAWAL FROM CANDIDACY

A nominee may withdraw from candidacy by filing a written request with the City Clerk. Monday, October 16, 2019 is the last possible date to withdraw from the election. Withdrawal is allowed prior to 23 days before the election by a written affidavit. (C.R.S. 31-10-303) The deadline to withdraw and have your name removed from the ballot is Thursday, September 7, 2019.

CANDIDATE COMMITTEES

A candidate for City Council may campaign as an individual and spend only their own money. However, a candidate who intends to accept contributions from supporters must form a **CANDIDATE COMMITTEE** and open a bank account in the name of the committee.

COMMITTEE REGISTRATION

A Committee Registration Form must be completed before contributions are accepted. The “Registered Agent” of the committee is responsible for maintaining records and filing reports. The candidate may act as the Registered Agent or designate someone to act as the agent. A Committee Registration Form is provided in the **CAMPAIGN FINANCE FORMS** section of this booklet.

A candidate is allowed to form only one candidate committee. All records pertaining to the account must be maintained by the committee for 180 days following the election.

BANK ACCOUNTS

All contributions received by a candidate committee must be deposited and maintained in a financial institution in a separate account, the title of which must include the name of the committee. It is recommended that the account be opened as a personal checking account.

CAMPAIGN CONTRIBUTIONS & REPORTING REQUIREMENTS

Candidates and registered agents for a candidate committee are required to report to the City Clerk their cash and in-kind contributions of \$20 or more as well as all expenditures made on behalf of the campaign. If no contributions are received or expenditures made, candidates must file a special form: *Candidate Statement of Non-Receipt of Contributions or Non-Expenditure of Funds*.

Reports may be filed in person, by fax (303-665-2153) or by scanning and emailing to either the City Clerk or the Deputy City Clerk. Reports must be received no later than the close of business on the date due. *Do not* file any documents with the Secretary of State.

It is the candidate's responsibility to become familiar with the provisions of the Colorado Fair Campaign Practices Act which is available on line at:

http://www.sos.state.co.us/pubs/info_center/laws/Title1Article45.html

To view the Colorado Campaign and Political Finance Manual visit:

<http://www.sos.state.co.us/pubs/elections/CampaignFinance/files/CPFManual.pdf>

CAMPAIGN REPORT FORMS

Copies of the required campaign report forms are found in the last section of this booklet. Make extra copies of the forms you will need to file.

CANDIDATE STATEMENT OF NON-RECEIPT OF CONTRIBUTIONS OR NON-EXPENDITURE OF FUNDS

Use this form if you did not receive contributions or spend your own money on your campaign.

STATEMENT OF PERSONAL EXPENDITURES BY A CANDIDATE

Use this form if you spent your own money on your campaign and did not receive any contributions.

REPORT OF CONTRIBUTIONS AND EXPENDITURES

Candidate Committees must itemize contributions and expenditures on this form. The candidate may serve as the committee's registered agent or appoint someone to be the agent. Only the registered agent or the candidate may sign the contribution and expenditure report.

PENALTIES

The penalty for late filing is \$50 per day. Failure to file reports may be considered a Class 2 misdemeanor. Please refer to the enclosed 2019 Candidate Election Calendar for due dates and reporting periods.

REPORTS ARE PUBLIC RECORD

All reports submitted to the City Clerk will be made available for public inspection. The reports are also posted on the city website.

NOTARY SERVICES

Notary services are available at the following businesses:

PostNet

2770 Arapahoe Road (Atlas Valley)
303-665-8068

Elevations Credit Union (members only)

1900 W. South Boulder Road
303-443-4672

Rocky Mountain Legal Center (mornings only)

705 S. Public Road
720-242-8642

CAMPAIGNING

Candidates and their supporters are permitted to go door to door for the purpose of political campaigning, unless a “no soliciting” sign is present.

Candidates and their supporters are prohibited from campaigning inside municipal buildings (e.g., City Hall, Golf Course Club House, The Collective, Recreation Center, and Library).

EXCEPTION: You may rent a room in a City facility for any election activity, but may not extend that activity beyond the confines of the room. Campaigning outside City facilities is permissible as long as political activities do not impede the normal conduct of business.

Electioneering of any kind is prohibited within 100 feet of the entrance to a polling place on Election Day (November 5, 2019).

Flyers and brochures may not be left in municipal buildings, and should not be left in private businesses without permission of the business owner.

THE LIBRARY WILL PROVIDE A TABLE FOR FLYERS, BROCHURES AND OTHER CAMPAIGN ITEMS.

Leafleting cars is not against the law in Lafayette, however if loose leaflets become a litter problem, those responsible could be cited for violating the City’s Littering Ordinance.

The City will post your name on the City’s website. You may choose whether or not you would like your phone number and email address included in your contact information. The City will not post a link to your campaign website.

CANDIDATES FORUM

The **Lafayette Youth Advisory Board** will host a Candidates’ Forum on Thursday, September 19, 2019 at 6:30 p.m. The location will be the Library Meeting Room, 775 W. Baseline Rd.

The **League of Women Voters** will host a Candidates' Forum at 6:30 p.m. on Thursday, October 10, 2019 in the Library Meeting Room, 775 W. Baseline Rd. Candidates will be given the opportunity to present their platform and to answer questions from the audience.

Each candidate forum will be broadcast live on Lafayette's Cable Access TV Channel 8 and on the City website video stream. The video stream will be archived on the City website and available for viewing the next day and through election. The program on Channel 8 will be available for viewing for several days.

CITY COUNCIL COMPENSATION

Monthly compensation for the Mayor is \$981.54. The Mayor Pro Tem receives \$758.46 per month and other Councilors are paid \$713.83 monthly. In addition, the City matches 4% of officials' salaries in a 457 Retirement Plan. City Council members each receive an annual pass to the Bob Burger Recreation Center and a Wellness I punch card with 75 punches good at Recreational Facilities. Family members may be added to the annual pass for an additional fee.

Lafayette City Charter Sec. 4.3. - Compensation of mayor and councilors.

The members of the Council shall receive such compensation as the Council shall by ordinance prescribe; provided, however, they shall neither increase nor decrease the compensation of any member during his/her term of office, except members of the Council whose terms do not expire at the next regular city election, who shall receive the same salary as that provided for incoming members for the remainder of their term of office. The Mayor and Councilors may, upon order of the Council, be paid such necessary bona fide expenses incurred in service in behalf of the city as are authorized and itemized.

In the absence of such an ordinance, the monthly compensation for members of the Lafayette City Council shall, without further action by the City Council be increased or decreased, in all even-numbered years, by the same collective percentage rates as the budgeted compensative adjustments provided to the general employees of the City for the immediate two calendar years.

Ord. No. 2017-33, § 1, 8-15-17

On June 16, 2019, City Council voted to have the City Administrator authorize access to the City's health insurance plan for Councilmembers. The premiums will be paid 100% by the councilmember; there will be no City contribution.

Walk-in voter registration is now allowed up through Election Day – November 5, 2019

CITY OF LAFAYETTE

TEMPORARY SIGN REGULATIONS FOR POLITICAL SIGNS

Lafayette Municipal Code

1. Political signs are not permitted in the public street right-of-way. This means public street, way, place, alley, sidewalk, easement, park, square, plaza, or city-owned right-of-way dedicated to public use. (The assumed street right-of-way line is immediately behind the sidewalk, or when there is no attached or detached sidewalk, the assumed street right-of-way line is ten (10) feet from the edge of the roadway.)
2. Signs are not permitted in the right-of-way for a State or Federal highway. In Lafayette, this applies to Hwy 287, Baseline Road, Hwy 7 and Hwy 42.
3. Signs are NOT allowed in the medians of public streets.
4. Signs are NOT allowed in the planter boxes on Public Road.
5. Signs or fliers may not be posted on utility or traffic signal poles, utility cabinets, or trees on public property.
6. Postings are not permitted on, or within rights-of-way adjoining City-owned property (open space, parks, bike paths, or trails).
7. Signs may not be posted in or on a municipal building (City Hall, Rec. Center, Library, or Golf Course Clubhouse). The Public Library will provide a table for flyers, brochures and other campaign items.
8. Hand-held signs are allowed. Individuals displaying hand-held signs must not interfere with pedestrian or vehicular traffic and may not create a disturbance.

Signs that are not placed properly will be removed by City staff and can be retrieved at City Hall.
Call 303-661-1268 to find out if your signs are here.

When in doubt ...DON'T

Questions about political signs should be directed to the
Planning and Building Department at 303-661-1268

CITY OF LAFAYETTE

2019 ELECTION CONTACT INFORMATION

CITY OF LAFAYETTE
1290 S. Public Road
Lafayette CO 80026

Susan Koster, City Clerk
(303) 661-1227
e-mail: susank@cityoflafayette.com
fax # (303) 665-2153

Susan Barker, Deputy City Clerk
(303) 661-1222
e-mail: susanba@cityoflafayette.com
fax # (303) 665-2153

**Voter Registration Questions & Requests For Voter Registration Records
Should Be Directed To:**

BOULDER COUNTY ELECTION OFFICE

General Office Number	(303) 413-7740
Elections Email	www.bouldercountyvotes.org
FAX	(303) 413-7728
Election Data Request	

<https://www.bouldercounty.org/elections/maps-and-data/data-request-form/>

Update Voter Registration: Boulder County Web site at
<https://webpubapps.bouldercounty.org/Clerk/VotersInfo/searchVoter.aspx>

CITY OF LAFAYETTE

2019 ELECTION

CAMPAIGN FINANCE FAQ

The Secretary of State's Office has asked that all questions regarding campaign finance, establishing a committee, and other local election issues be directed to the City Clerk's Office. Hours are Monday through Friday, 8:00 a.m. – 5:00 p.m. (303) 661-1227 or (303) 661-1222

Q: What is the maximum per person contribution one can make to my committee?

A: Only State and County Candidates have contribution limits. Since Lafayette has not imposed a limit, you may accept contributions in any amount from an individual contributor.

Q: Do my deposits into my committee account constitute a contribution "by me" personally? Is there a limit on personal contributions?

A: Yes, your personal deposits constitute a contribution from you. There is no limit on the amount a candidate may contribute to their own committee.

Q: Is there a limit to the number of times a person can contribute to a candidate, including the candidate?

A: No. You must itemize any amount of \$20 or more and include the name and address of the contributor. If \$100 or more, you must disclose the contributor's name, address, occupation and employer.

Q: Can my spouse make a contribution to the committee that is separate from mine?

A: Yes. And, as with any contributor, there is no limit.

Q: What rules govern incumbent contributions?

A: An incumbent councilor, who is not seeking re-election, has the same right as any other citizen to advise, endorse or contribute to a council candidate or his/her campaign. Incumbents should be aware that overt or excessive support could result in a perceived conflict of interest.

If the incumbent councilor is seeking re-election, he/she may not contribute to another candidate or candidate's committee nor may he/she accept contributions from another candidate or candidate's committee.

Q: Can I receive a reimbursement for personal expenditures from the committee account? Is it better to use a credit card tied to the committee account?

A: Yes. Reimbursements must be reported as expenditures. You may use cash, check or a credit card (not necessarily tied to the committee account). Note: you may not receive a contribution or make an expenditure (or reimbursement) in "cash" of more than \$100.

Q: Does a candidate need to account for the cost of using a personal computer for campaign purposes?

A: The answer is "no" for existing service and equipment (including your printer). If you establish a website for your campaign, the cost must be reported according to the \$20 Rule presented above.

Q: If a candidate has a personal cell phone and uses "minutes" for campaign purposes, should the cost be reported on the expenditures report?

A: All contributions and expenditures must be reported. The \$20 Rule reads: Expenditures of \$20 or more must be *itemized*, so if your campaign "minutes" on a personal cell phone account do not add up to \$20 within a single reporting period, the cost may be entered under "Non-Itemized Expenditures" (line 15) of the Report of Contributions and Expenditures form.

If, however, you have a cell phone account that was set up *exclusively* for campaign purposes, and the cost per reporting period is \$20 or more, you must itemize. Again, if the cost per reporting period is less than \$20, you may enter it as a non-itemized expenditure.

Q: Can I form a committee later on in my campaign if I decide to take contributions?

A: Yes, fill out the proper form, open a bank account and begin reporting as a committee

Q: If leaflets are printed on paper that the candidate already owns, does this count as spending?

A: This would be considered a non-monetary contribution. The value of non-monetary contributions must be reported according to the \$20 Rule.

Q: Can a candidate accept contributions without having formed a committee?

A: No. A candidate **MUST** form a campaign committee (and open a committee bank account) before accepting contributions. You may form a committee at any time during your campaign.

Q: Who must disclose their occupation and employer on the Contribution and Expenditure Report Form?

A: If your supporter contributes \$100 or more, you must disclose their name, address, occupation and employer.

Q: Can committees be reimbursed by other committees if they participate in a common expenditure?

A: The committee being reimbursed will declare the money as a returned expenditure. The committee reimbursing will declare the money as expenditure. Reimbursements shall be made within 30 days of the expense.

Q: Are election night party expenses considered a campaign expense?

A: If you pay for the party out of your own pocket, it does not need to be reported on your committee or personal (if you have no committee) expenditure report. If you pay from your committee account, it would need to be reported.

Q: How are personal, out-of-pocket expenses reported on the committee expense report?

A: Record your out-of-pocket expenditures as non-monetary contributions and enter the total on the summary sheet. This should result in a zero balance in your final accounting.

Q: If I don't spend money or receive contributions in a given reporting period, must I submit a report?

A: Yes. There is a special form, the Candidate Statement of Non-Receipt of Contributions or Non-Expenditure of Funds. This form must be filed to indicate the non-activity for the reporting period and to show that you filed.

Q: I am attending an event sponsored by the League of Women Voters (or any other group) and there is a charge for lunch. How do I report the expenditure?

A: If the candidate has a committee it is an expenditure of the committee. If the candidate pays for the meal with personal funds, show the meal as a non-monetary contribution to the committee. If the candidate has no committee, fill out the Statement of Personal Expenditures by a Candidate form.

Q: When must I terminate my committee?

A: If your balance is zero, you may check the "Termination Report" box on your last report of contributions and expenditures to close out the Committee.

You can keep the Committee (and bank account) active as long as you like, and may continue to accept contributions as long as you have outstanding expenses.

Q: Can Council candidates post names and contact information (including website address) on the Lafayette City website?

A: The City will post candidate names on the City website. At your request, we will include your phone number and/or your email address. It is our policy not to post links to campaign websites.

Q: How do I account for my campaign signs from the previous election on my expenditure sheet?

A: If you have a Committee, list them as an in-kind contribution from yourself and give a fair market value for them. If you do not have a committee, list as an in-kind expenditure from yourself and declare a fair market value for them.

Q: I am spending more money than I have received in contributions. How do I account for the expenditures I have made?

A: You can loan your committee the funds and fill out the Schedule C-Loans paperwork. If you choose not to do a loan and pay for the expenses from your own pocket you must account for the money in the itemized contributions.

Q: Can I forgive a loan made by me (the candidate) to my committee?

A: Yes, if you loan your committee money you may forgive the loan. Loans from financial institutions cannot be forgiven.

Q: Does the City regulate political signs on vehicles?

A: No, the City does not regulate political signs on vehicles. Off-street parking is regulated. All vehicles must comply with the parking lot design and be located within a designated parking space not in drive aisles or across parking spaces. Off-street parking shall be available for the parking of operable passenger automobiles, trucks, motorcycles of residents, customers, patrons, and employees and shall not be used for storage of vehicles. Parking on public streets- unless otherwise posted vehicles parked on the roadway over 72 hours may be considered abandoned. Vehicles must also follow the model traffic code for method and restrictions on parking on the roadway.

Q: Endorsements by sitting Councilors

A: Incumbent City Councilors, including the Mayor and Mayor Pro Tem, may endorse Council Candidates of their choice using their official titles e.g. Lafayette City Councilor, Lafayette Mayor, Lafayette Mayor Pro Tem. They may not, however, endorse a candidate on behalf of the City Council. (same applies to Boards and Commissions)

Q: Can a candidate wear a political tee shirt and come before council during “Items from the Public” and speak?

A: Yes

Q. Is it okay to campaign in public parks?

A. Yes, as long as your activity does not impede other park patrons or their activities. You cannot post campaign signs, set up a table, tent, or put out chairs.

Q. Is it okay to use the City’s logo on campaign handouts, posters, or websites?

A. No, the use of the City logo is not allowed.

CAMPAIGN FINANCE FORMS

- New Committee Registration Form
 - Candidate Statement of Non-Receipt of Contributions & Non-Expenditure of Funds
 - Statement of Personal Expenditures by a Candidate
 - Reporting Forms
 - Report of Contributions and Expenditures
 - Schedule A Instructions
 - Prohibited Contributions
 - Schedule A – Itemized Contributions Statement (\$20 or more)
 - Schedule B – Itemized Expenditures Statement (\$20 or more)
 - Schedule C – Loans
 - Schedule D – Returned Contributions & Expenditures
 - Statement of Non-Monetary Contributions
-

Colorado Secretary of State
Elections Division
1700 Broadway, Ste. 200
Denver, CO 80290
Ph: (303) 894-2200 ext. 6383
Fax: (303) 869-4861
Email: cpfhelp@sos.state.co.us
www.sos.state.co.us

Below Space For Office Use Only



NEW COMMITTEE REGISTRATION FORM

(1-45-108, C.R.S.)

Please use this form if you are registering a new committee for Colorado campaign finance purposes.

Select Only One Committee Type:

- Candidate Committee Political Party Small Donor Committee
 Political Committee Issue Committee 527 Political Organization Federal PAC

Committee Name: _____
Name should be descriptive. Include office, organization name, etc. Note: CO does not have PACs. only political committees.

Committee Address (Physical): _____

Committee Address (Mailing): _____

Phone Number: _____ Alternate Phone Number: _____

Fax Number: _____ Web Address: _____

Check Only One Jurisdiction:

- Federal State County
 Municipal Multi-County Other: _____

Purpose/Office Sought (include party, office, district & election year, if applicable): _____

Financial Institution Information:

Institution Name: _____

Institution Address: _____

Agent / Contact Information:

Name of Person Acting As Registered Agent: _____

Under Colorado law, only the registered agent (or the candidate in the case of candidate committees) may file the committee reports.

Phone Number: _____ Registered Agent E-Mail: _____

Alternate E-Mail 1: _____

Alternate E-Mail 2: _____

Authorization

Registered Agent's Signature: _____ Date: _____

Print Candidate Name: _____

Candidate Address (include mailing): _____

Candidate Signature: _____ Date: _____

Colorado Secretary of State
Elections Division
1700 Broadway, Ste. 200
Denver, CO 80290
Ph: (303) 894-2200 ext. 6383
Fax: (303) 869-4861
Email: cphelp@sos.state.co.us
www.sos.state.co.us

Space Below For Office Use Only



**CANDIDATE 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 the use of candidates that 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: Beginning Date _____ Ending Date _____

CONTRIBUTIONS RECEIVED OR RECEIVABLE DURING THIS REPORTING PERIOD

\$ 0.00

EXPENDITURES MADE OR INCURRED DURING THIS REPORTING PERIOD

\$ 0.00

I, _____, affirm 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 not received any contributions nor have I made or incurred any expenditures on my own behalf during this election reporting period.

Candidate Signature: _____ Date: _____

Colorado Secretary of State
 Elections Division
 1700 Broadway, Ste 200
 Denver, CO 80290
 Ph: (303) 894-2200 ext. 6383
 Fax: (303) 869-4861
 Email: epfhelp@sos.state.co.us
www.sos.state.co.us

Space Below For Office Use Only



STATEMENT OF PERSONAL EXPENDITURES BY A CANDIDATE

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

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: _____

Address of Candidate: _____

City: _____ State: _____ Zip Code: _____

Office: _____ District No.: _____ Elec./Yr.: _____

Reporting Period: Beginning Date _____ Ending Date _____

Total amount of Non-Itemized Expenditures (\$19.99 or less): \$ _____

Expenditures exceeding \$19.99 shall be itemized and listed below.

Date Expended	Amount	Name of Recipient		Address
	\$			
City		State	Zip	Comment / Purpose

Date Expended	Amount	Name of Recipient		Address
	\$			
City		State	Zip	Comment / Purpose

Date Expended	Amount	Name of Recipient		Address
	\$			
City		State	Zip	Comment / Purpose

I certify to the best of my knowledge this Statement of Expenditures is true and correct.

Candidate Signature: _____ Date: _____

Colorado Secretary of State
Elections Division
1700 Broadway, Ste. 200
Denver, CO 80290
Phone: (303) 894-2200 ext. 6383
Fax: (303) 869-4861
Email: cpfhelp@sos.state.co.us
www.sos.state.co.us



REPORT OF CONTRIBUTIONS AND EXPENDITURES 2010 Revised Reporting Forms

The Report of Contributions and Expenditures is a financial report required for all committees or parties that 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 general assembly. The report is comprised of 7 basic data entry pages along with several informational and instructional pages. The data entry forms consist of the Report of Contributions and Expenditures with the Detail Summary, Schedules A, B, C, D and the Statement of Non-Monetary Contributions. Completion of Schedules A, B, C, D and the Statement of Non-Monetary Contribution forms should be done prior to completion of the Report of Contributions and Expenditures and Detail Summary pages. Listed below are brief descriptions of what each data entry page accomplishes to help you complete and finalize this report.

Report of Contributions and Expenditures (page 1)

A summary page of the committee or party name, address, financial institution, registered agent and the contribution/expenditure totals for a specific reporting period with the **Detailed Summary page** (page 2) that summarizes totals for all other data entry forms. Complete this 2-page form last.

Schedule A

This form is used to report monetary contributions received by the committee or party that exceed \$19.99. (Money received into the committee/party.)

Schedule B

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

Schedule C

This form details loans received and repaid by the committee/party. (Money received by committee from a financial institution and/or repayment of a loan to a financial institution.)

Schedule D

This form allows the committee/party to account for either a contribution or expenditure that has been made and is being returned to the committee/party.

Statement of Non-Monetary Contributions

This form details contributions received that are tangible and 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 the political party shall be counted as a contribution to and expenditure by the candidate committee or the political party.

If filing the Report of Contributions and Expenditures manually, it **MUST** be received by the appropriate officer on or before the manual due date. Postmark dates are not recognized. A faxed

report **MUST** be followed up with the original document within seven calendar days. If you wish to file electronically, please log onto our web site at www.sos.state.co.us and select Campaign Finance and then select Campaign Finance Filing and Inquiry. Instructions for electronic filing may be found on the Campaign Finance page. The candidate and/or registered agent are responsible for the content and accuracy of the report.

Other items available on the Secretary of State website are: Electronic filing instructions, Campaign and Political Finance forms, filing calendars and the Campaign and Political Finance FAQs (Frequently Asked Questions) fact sheet. Please note the Microsoft excel spreadsheet version of the report is no longer available.

State and county committees requiring assistance should contact the Secretary of State's Campaign and Political Finance Support Team at 303-894-2200 ext. 6383. **Municipal** committees should contact their municipal/town clerk for assistance.

Thank you

Instructions for
**REPORT OF CONTRIBUTIONS AND EXPENDITURES
DETAILED SUMMARY**

Reference Colorado Revised Statute:	1-45-108, C.R.S.
Who uses this form?	All Committees
Purpose of form:	This form is used to summarize the information from all other forms.
Is this form required?	Yes
When do I file this form?	This form must be received by the designated election official on or before the filing due date for the reporting period. Postmarks are not accepted.

COMPLETING THE FORM

This form uses information contained on other forms; all other applicable forms must be completed prior to filing this summary form.

STEP 1. Completely fill out the Report of Contributions and Expenditures page until you reach Line 1.

- Print or type the full name of the committee
- Print or type the address of your committee. Print or type the city, state and zip code of your committee.
- Print or type the name of the financial institution where the committee funds are deposited. [1-45-108(1)(a)(IV)(b), C.R.S.]
- Print or type the address of the financial institution including city, state and zip code.
- Print or type the Secretary of State-issued committee number. This is the committee ID number that was mailed to you shortly after registering with the Secretary of State. If you registered with an election official other than the Secretary of State, you do not file with the Secretary of State's office.
- Determine what type of report is being filed.
 - **Regularly Scheduled Filings** are normal reporting periods as required in 1-45-108 & 1-45-109, C.R.S. (These dates are available through the Campaign and Political Finance manual, your local election official, the calendars provided and the Secretary of State web site www.sos.state.co.us)
 - **Amended Filings** are reports that correct a previously filed report.
 - **Termination Reports** are filings that close a committee, indicating the committee is no longer in existence. You **must** report a zero balance on line #5. (Art. XXVIII, Sec. 2(3), 1-45-106, C.R.S., and the *Rules Concerning Campaign and Political Finance 3.3*)
- Check () the appropriate box next to the type of report filed. If this report is an *amended filing*, print or type the date of the originally filed report being amended.
- Print or type the Reporting Period being covered. (The beginning and ending dates)

- Print or type the Declared Total Spending Limit if applicable. (Art. XXVIII, Sec. 4)
This is only for candidates that have accepted the Voluntary Spending limits.

STEP 2. Skip Lines 1-5 and the Authorization portion of the Report of Contributions and Expenditures page (page 1) and go to the Detailed Summary page (page 2).

STEP 3. On the Detail Summary page of the Report of Contributions and Expenditures form completely fill out the header information and lines 6 through 20.

- Line #6 – Enter the total amount from Schedule A.
- Line #7 – Enter the total amount of contributions received this reporting period that were \$19.99 or less.
- Line #8 – Enter the total amount of all loans received this reporting period. (Schedule C)
- Line #9 – Enter the total amount of all other receipts. (Example: Interest, Dividends)
- Line #10 – Enter the total amount of all expenditures returned or refunded to the committee. (Schedule D - money coming back to the committee).
- Line #11 – Enter the sum of Lines #6 **through** #10.
- Line #12 – Enter the total amount of all Non-Monetary Contributions from the Statement of Non- Monetary Contributions form.
- Line #13 – Enter the sum of Line #11 **and** #12.
- Line #14 – Enter the total amount from Schedule B.
- Line #15 – Enter the total amount of all Expenditures \$19.99 or less.
- Line #16 – Enter the total amount of all loan payments paid this reporting period. (Schedule C)
- Line #17 – Enter the total amount of contributions returned to the donor. Example: A contributor exceeded contribution limits and the amount exceeding that limit must be returned. (Schedule D - money going out of the committee).
- Line #18 – Enter the total amount of expenditures by a third party that are controlled by or coordinated with a candidate, candidate committee or political party. (Statement of Non-Monetary Contribution form)
- Line #19 – Enter the sum of Lines #14 **through** #17.
- Line #20 – Enter the sum of lines #18 **and** #19. [Art. XXVIII, Sec. 5(3)]

STEP 4. Return to the Report of Contributions and Expenditures form and complete Lines 1-5.

- Line #1 – If this is your first Report of Contributions and Expenditures as a committee enter zero (0). If you have previously filed enter the ending balance from line #5 of your most recently filed report.
- Line #2 – Enter the total amount from Line #11.

- Line #3 – Enter the sum of Lines #1 **and** #2.
- Line #4 – Enter the total amount from Line #19.
- Line #5 – Enter the difference of Line #3 **minus** Line #4.

STEP 5. Complete the Authorization portion of the Report of Contributions and Expenditures form by printing the name of the registered agent and then sign and date the report.

Colorado Secretary of State
 Elections Division
 1700 Broadway, Ste. 200
 Denver, CO 80290
 Ph: (303) 894-2200 ext. 6383
 Fax: (303) 869-4861
 Email: cpfhelp@sos.state.co.us
 www.sos.state.co.us



Space Below For Office Use Only

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

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

SOS ID NUMBER (state and county committees):

Type of Report

- Regularly Scheduled Filing.
- Amended Filing. This amends previous report filed on (date)
Submit changes or new information ONLY
- Termination Report. (Termination Reports MUST Have a Monetary Balance of Zero in Line 5)
- Check this box if this Report Contains Electioneering Communications Information

Reporting Period Covered: Date **Through** Date

Declared Total Spending (if applicable) [Art. XXVIII, Sec. 4(1)] \$

		Totals Detailed Summary Page
1	Funds on Hand at the Beginning of Reporting Period (monetary only)	\$
2	Total Monetary Contributions (line 11)	\$
3	Total of Monetary Contributions & Beginning Amount (line 1 + line 2)	\$
4	Total Monetary Expenditures (line 19)	\$
5	Funds on Hand at the End of Reporting Period (monetary) (line 3 – line 4)	\$

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

Authorization (Must be completed by either the Registered Agent OR the Candidate): *I hereby certify and declare, under penalty of perjury, that to the best of my knowledge or belief all contributions received during this reporting period, including any contributions received in the form of membership dues transferred by a membership organization, are from permissible sources.*

Print Registered Agent's Name: _____

Registered Agent's Signature: _____ Date: _____

Print Candidate Name: _____

Candidates Signature: _____ Date: _____

DETAILED SUMMARY

Full Name of Committee/Person: _____

Current Reporting Period: Through

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

Schedule A Instructions

NOTE: In addition to the reporting requirements of 1-45-108, C.R.S., please note provisions for specific Committee type, as follows:

Candidate, Issue, Political Party and Political Committee (PC)

- Required to disclose occupation **and** employer for all \$100 or more contributions made by natural persons. (Art. XXVIII, Sec. 7)

Small Donor Committee

- Accepts contributions of no more than \$50 per year, FROM NATURAL PERSONS ONLY. [Art. XXVIII, Sec. 2(14)(a)]

Electioneering Communications Reporting

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

Contribution Limits – State Candidates

(Art. XXVIII, Sec. 3)

Candidates:

- \$525◇ Primary, \$525◇ General if nominated to general election ballot – Gov*, Gov/Lt. Gov**, Secretary of State, Attorney General and State Treasurer
- \$200 Primary, \$200 General if nominated to general election ballot – State Senate, State House of Representative, State Board of Education, CU Regent, and District Attorney.

Note: Candidates may receive the primary and general election contributions at one time, the contributor must note that the contribution is for both the primary and general election contribution. Candidates must note both contributions on their report. It is preferred that each contribution be given separately; one check written for the primary and one check written for the general, and so noted by the contributor on the check and by the recipient on the report.

Political Committees (State, County, District & Local):

- \$525◇ per House of Representatives Election Cycle

Political Party (From any person other than Small Donor):

- \$ 3,175◇ per year no more than \$2,650◇ to state party.

Political Party (From Small Donor):

- \$15,900◇ per year no more than \$13,250◇ to state party.

Prohibitions on next page. Please refer to Article XXVIII, Section 3 of the Colorado Constitution for complete contribution limits and prohibited contributions.

* Primary Election

** General Election

◇ Contribution Limits reflect adjustments made by CPF Rule 12 pursuant to Article XXVIII, Sec. 3(13) of the Colorado Constitution.

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 or a political party, 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, political committee, small donor committee, or political party shall knowingly accept contributions from:
 - Any natural person who is not a citizen of the United States;
 - 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, political committee, small donor committee, issue committee, or political party shall accept a contribution, or make an expenditure, in currency or coin exceeding one hundred dollars.
- No person shall make a contribution to a candidate committee, issue committee, political committee, small donor committee, or political party with the expectation that some or all of the amounts of such contribution will be reimbursed by another person. No person shall be reimbursed for a contribution made to any candidate committee, issue committee, political committee, small donor committee, or political party, nor shall any person make such reimbursement except as provided in subsection (8) of this section. [Art. XXVIII, Sec. 3(8)]
- Contributions from professional and volunteer lobbyists to any member of or candidate for the general assembly, or the governor or candidate for governor are prohibited during regular legislative session.
- Political Committees may contribute to a legislator during session, unless the political committee employs, retains, engages, or uses, with or without compensation, a professional or volunteer lobbyist.

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

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

Full Name of Committee/Person: _____

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

PLEASE PRINT/TYPE

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

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

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

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

* For contribution limits within a committee's election cycle or contribution cycle, please refer to the following Colorado Constitutional cites: Candidate Committee Art. XXVIII, Sec. 2(6); Political Party Art. XXVIII, Sec. 3(3); Political Committee Art. XXVIII, Sec. 3(5); Small Donor Committee Art. XXVIII, Sec. 2(14).

Schedule B – Itemized Expenditures Statement (\$20 or more)

[1-15-10R(1)(a), C.R.S.]

Full Name of Committee/Person: _____

PLEASE PRINT/TYPE

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

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

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

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

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

Schedule D – Returned Contributions & Expenditures

Full Name of Committee/Person: _____

Returned Contributions

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

PLEASE PRINT/TYPER

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

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

Returned Expenditures

(Previously reported on Schedule B – Expenditures returned or refunded to the committee)

PLEASE PRINT/TYPER

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

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

Statement of Non-Monetary Contributions
 [Art. XXVIII, Sec. 2(5)(a)(II)(III) & Sec. 5(3) & 1-45-108(1). C.R.S.]

Full Name of Committee/Person: _____

PLEASE PRINT/TYPE

1. <u>Date Provided</u>	4. Name (Last, First): _____
2. <u>Fair Market Value</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____
	10. <input type="checkbox"/> Check box if Coordinated with a Candidate/Candidate Committee or Political Party. *

1. <u>Date Provided</u>	4. Name (Last, First): _____
2. <u>Fair Market Value</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____
	10. <input type="checkbox"/> Check box if Coordinated with a Candidate/Candidate Committee or Political Party. *

1. <u>Date Provided</u>	4. Name (Last, First): _____
2. <u>Fair Market Value</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____
	10. <input type="checkbox"/> Check box if Coordinated with a Candidate/Candidate Committee or Political Party. *

* Note: If coordinated, then contribution must also be reported as a non-monetary expenditure on Detailed Summary. Art. XXVIII, Sec. 2(9) states: "... Expenditures that are controlled by or coordinated with a candidate or candidate's agent are deemed to be both contributions by the maker of the expenditures, and expenditures by the candidate committee."