

## **WELCOME TO CAMPAIGN FINANCE FILINGS**

### **Information on the Report of Contributions and Expenditures**

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 a ballot issue or question. The report is comprised of 7 pages along with several informational and instructional pages. The forms consist of the Report of Contributions and Expenditures with the Detail Summary, Schedules A, B, C, D and 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 page accomplishes to help you complete and finalize this report.

#### **REPORT OF CONTRIBUTIONS AND EXPENDITURES**

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** that summarizes totals for all other 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.

For filers required to file with the El Paso County Clerk and Recorder, the report must be filed manually. It MUST be received by the appropriate office on or before the manual due date. Postmark dates are not recognized. A faxed report MUST be followed up with the original within seven calendar days. The candidate and/or registered agent are responsible for the content and accuracy of the report. If you have any questions, please contact Susan Russo at 520-6224.

For filers required to file manually or electronically with the Secretary of State's Office, please contact one of their Campaign and Political Finance staff members at (303) 894-2200, ext 6306 (Sherry Wofford), ext 6302 (Kalani Clinkscale), ext 6309 (Kristine Reynolds).

Thank You.