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**WELCOME TO**  
**CAMPAIGN FINANCE FILINGS**  
2004 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 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. If you wish to file electronically please log onto our web site at [www.sos.state.co.us](http://www.sos.state.co.us). 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 excel spreadsheet version of the report is no longer available. The candidate and/or registered agent are responsible for the content and accuracy of the report. If you have any questions please contact one of our Campaign and Political Finance staff members.

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Thank you